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| **Title** | **Empowering Communities – Local Development Programme Manager** |
| **Status** | **Fixed Term Contract of Employment** |
| **Location** | **South County Dublin Partnership Offices - Clondalkin or Tallaght Area** |

**Role Description**

***Role Purpose –*** The Empowering Communities Local Development Programme Manager is required to work coordinating and implementing objectives and actions as set out in the Company’s Strategic Plan, the Annual Programme of Work, Community Development Plan, and the requirements of external funders. This role will focus on empowering local communities to develop local capacities and participate in decision making process that impact on their communities.

***Duties of the Role -*** The role of the The Empowering Communities Local Development Programme Manager is to address the local determinants of deprivation by designing, developing, and implementing a strategic plan in the designated area. The successful candidate will report directly to the CEO.

* Working with the Chief Executive and Senior Managers in developing, preparing, and implementing strategic and annual work plans in the designated and adjoining areas of Palmerstown Fonthill
* Develop and implement a communication plan and innovative action that empower the local citizens in the Palmerstown Fonthill electoral area.
* Develop mechanisms that ensures community and voluntary organisations that work to address social exclusion can participate equally in meeting the needs of their community through participation in local and or regional decision-making structures
* Collation, preparation, and analysis of qualitative and quantitative data to support strategic planning and local development need assessments.
* Work as part of an effective SMT in promoting the development of client centric services, cross organisation synergy leading to enhanced outcomes for beneficiaries.
* Monitoring and reporting on activities and outcomes to the Chief Executive (and or nominee) and relevant structures of the Company as agreed.
* Developing, implementing, and evaluating change management programmes
* Identify, through consultation and research, gaps in the provision of services and supports for the key target group and to develop and implement collaborative inter-agency programmes and initiatives to address identified gaps.
* Undertake other duties and responsibilities as may be assigned in agreement with the Chief Executive where such requests are reasonable.

**Person Specification**

***Qualifications***

A third level qualification or professional qualification and or at least 3 years’ experience in a similar type of role working at a senior level is a minimum requirement.

***Knowledge & Expertise***

The Local Development Programme Manager should be able to demonstrate experience and expertise in the following areas:

* Strategic Planning and preparing annual work plans.
* Experience in facilitation and training.
* Excellent communications skill including face to face and multimedia
* Developing and writing proposals for tenders and or funding.
* A record of planning, achievement, and implementation.
* Financial budgeting and management.
* Responsibility for delivering targets.
* Excellent communications skills -both verbal and written
* Expertise in project management
* Exceptional knowledge to governance including data protection, GDPR and funding requirements.

***Skills & Competencies***

The Local Development Programme Manager should be:

* A person who can inspire colleagues and supporters.
* In possession of excellent written (both academic and report/proposal writing), oral communication, facilitation, and presentation skills.
* Highly computer literate in dealing with standard CRM systems, data processing and communication packages.
* Able to conduct him or herself in a way that is credible to all stakeholders and engages and commands confidence and respect.
* Fair, impartial, and open to new ideas and information.

Contract 1-year Fixed term contract (with probation period of 6 months) with the possibility to extend to a 2nd year subject to funding

Hours of work 35 hours per week

**Remuneration depending on experience and qualifications**

Salary scale €46,279 - 49,236

**Other benefits**

* Eligibility to join pension scheme after probation, company contribution 10% of salary
* Life insurance cover
* Access to low-cost health care plan
* Blended working arrangements in line with South Dublin County Partnership’s remote working policy to be implemented early 2023
* Access to learning and development supports
* Free car parking available

**Requirements**

* Car owner
* Full clean driving licence

**APPLICATION PROCESS**

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post.

Please send three copies of your up-to-date detailed CV (no more than two pages and cover letter) and completed application form marked **Empowering Communities Local Development Programme Manager Ref 67/2022 to Administration and Operations Department, South Dublin County Partnership, Unit D1 Nangor Rod Business Park, Nangor Road, Dublin 12**

Or alternatively email your application to[**jobs@sdcpartnership.ie**](mailto:jobs@sdcpartnership.ie) (Mailto:jobs@sdcpartnership.ie)

**Subject box to be marked**

**Empowering Communities Local Development Programme Manager Ref 67/2022**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS**

**Friday 25th November 2022, 5.00pm**

Late applications will not be considered.

Canvassing will disqualify.

**South Dublin County Partnership is an equal opportunities employer.**