

SICAP, Local Development Project Officer

Role Title	Local Development Project Officer, Part-time (.6 FTE)
Status	Contract of Employment, Fixed Term Contract to December 2023
Location	Kish House, Greendale Rd., Kilbarrack, Dublin 5
Reporting to	Local Development Team Coordinator
Salary Scale	Project Worker Scale Point 1, €33,147 – Point 3, €37,425 (Pro Rata) depending on experience

Role Purpose

This role supports the work of the Local Development Team and contributes to the Social Inclusion Community Activation Programme (SICAP) 2018-2023.

The Local Development Project Officer works with local community groups and brings local groups together so they can have a voice, and share their knowledge and expertise within the community.

Duties of the Role

Key Responsibilities	<ul style="list-style-type: none"> • Show commitment to the Mission Statement of Northside Partnership and work within the values and policies. • Assist the Local Development Co-Ordinator in meeting with community and voluntary groups within the Northside Partnership catchment area, to create annual work plans and ensure that the work plans proceed as appropriate.
Communication and Voluntary Support	<ul style="list-style-type: none"> ▪ Work with the Local Development Team and community organisations within the area to plan and meet local development goals and challenges. ▪ Provide capacity building mechanisms to local community groups to support them in meeting their annual work plans. ▪ Plan relevant training opportunities for local community groups. ▪ Promote communication and networking between community groups and other Northside Partnership staff/services.
Finance/Budgets	<ul style="list-style-type: none"> ▪ In collaboration with the Local Development Coordinator keep track of expenditures in line with the organisation's financial procedures

Administration	<ul style="list-style-type: none"> ▪ Maintain appropriate documentation as required, by collating program participation data, documenting project successes and challenges and uploading information to the database (IRIS) ▪ Provide monthly reports and project updates and findings as requested ▪ Undertake administrative duties, related to the post, as required
Quality	<ul style="list-style-type: none"> • Identify training needs with your line manager and participate in training opportunities appropriate to the role.
Partnership & Teamwork	<ul style="list-style-type: none"> • Contribute to the values, ethos and culture of Northside Partnership by participating in partnership events, collaborating with colleagues across programmes and sharing your skills, knowledge and experience in enriching Northside Partnership's services and supports.
Additional Duties	<ul style="list-style-type: none"> • Represent NSP on committees and at external meetings where appropriate. • Contribute to Northside Partnership's Communications and Marketing strategies and practices • Contribute to workplace health and safety <p>Perform any other duties assigned from time to time where such requests are reasonable.</p>
<p>Person Specification</p> <p>Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is likely that the person appointed will demonstrate a genuine commitment to Northside Partnership's ethos and vision. Northside Partnership is committed to implementing an Advantaged Thinking approach which focuses on identifying, developing and investing in skills, capabilities and assets of the people we work with. The successful candidate will ideally have the skills and attributes detailed below.</p> <p>The Local Development Project Officer should have relevant qualifications or experience and be able to demonstrate this experience and expertise in the following areas:</p>	
Qualifications	A third-level qualification and or practical experience in a similar type of role is required.
Essential Skills	<ul style="list-style-type: none"> • Have worked previously in a local community and/or voluntary setting • Demonstrated ability to work in collaboration with multidisciplinary stakeholders • Strong communication and facilitation skills to ensure mutual outcomes are identified and actioned • Previous Learning and Development experience • Demonstrated high level written and verbal communication skills • Strong organisational skills and ability to manage multiple tasks • Demonstrated broad knowledge and understanding of policy and practice in the area of social inclusion • The ability to perform analysis to support service development



Desirable Skills	<ul style="list-style-type: none"> • Knowledge of the IRIS system is a distinct advantage • The ability to be flexible and creative in a changing environment
Person Specification	<ul style="list-style-type: none"> • Good leadership, motivational and organisational skills • Ability to listen and relate to people from a wide range of backgrounds and have an awareness of services within the catchment area. • Demonstrated ability to work within a community / voluntary setting in a welcoming, flexible, professional but informal manner. • He/she should also have excellent interpersonal skills and the ability to work effectively with other staff members, community, statutory and social partners and with members of the community.

Terms and Conditions of Employment	
Location	Northside Partnership, Kish House, Greendale Road, Kilbarrack, Dublin 5.
Salary	Project Worker Scale - Subject to Experience
Contract Type	This is a Fixed Term Contract to December 2023, renewal of this contract following this date is subject to the continuation of funding.
Annual Leave	22 working days (pro rata) exclusive of public holidays with one additional day awarded after each year of service up to 25 days. 30 Days having completed 10 years of service
Travel & Subsistence	Travel and subsistence will be paid at public sector rates
Probation	A probationary period of six months will apply
Interview date	Please note the date for interview if shortlisted is the 14 th of February 2023

