**Social Inclusion Development Officer**

**Full Time – 35 hours per week**

South Dublin County Partnership works with people who are socially excluded or are at risk of becoming so and promotes social cohesion and labour market participation with a focus on the most disadvantaged neighbourhoods. This is achieved through a range of integrated activities in Education, Training, Job Placement, Early Childhood Services, Enterprise Support and Community Development Programmes. South Dublin County Partnership is an equal opportunities employer and welcomes applicants from a diversity of backgrounds.

Due to the South Dublin County Partnership’s expansion, we have an exciting opportunity for a social inclusion development officer in our team.

**Social**inclusion is the process of improving the terms on which individuals and groups take part in society—improving the ability, opportunity, and dignity of those experiencing disadvantage. The role of the social inclusion development officer is to respond to developing needs within the community through targeted and innovative, community-led approaches.  The role holder will have a specific focus on disadvantaged/very disadvantaged communities within the South Dublin County catchment area.

**Job Title:** Social Inclusion Development Officer

**Reporting to:** Deputy CEO

The SDCP Social Inclusion Development Officer will work with internal departments and external stakeholders to support the development of measurable, supportive interventions for both Individuals and Groups within the South County Dublin Area.

**Job Specification:**

* Review the local needs in a strategic and evidence-based way to support the development of local interventions to support marginalised individuals and individuals with commonality to form groups.
* Establish key partnerships within SDCP to maximise and streamline collaborative supports for the benefit of service user groups.
* Support the development of post- intervention supports for SDCP service users and other community referrals.
* Measuring the impact of the relevant interventions and responding as appropriate (both Qualitative and Quantitative).
* The development and enhancement of service user engagement in the planning and co-design of services/supports.
* Through effective advocacy, raise awareness of social inclusion issues impacting communities within South Dublin County.
* Establish key partnerships within SDCP to maximise and streamline collaborative supports for the benefit of service user groups.
* Work collaboratively with internal thematic programme teams to support individuals and groups. For example, Health and Wellbeing, Lifelong Learning and Community Development.
* Update and maintain accurate data records and programme files within your area of responsibility.
* Prepare and present evidence-based reports to management and funders including, reporting on project activities, outcomes and impact.
* Support the implementation of Make Every Contact Count.
* Support with identifying additional funding streams relevant to your area of work and assist with the preparation and writing of funding applications when required.
* The social inclusion development officer will contribute to social inclusion policies are in line with South Dublin County Partnership ethos, funding requirements and government policies.
* Other duties as they emerge.

This is a newly established role therefore it is expected that there will be some change in duties as the role progresses.

**Candidate Requirements:**

* A relevant third level qualification
* Ability to develop and implement social inclusion strategies, policies and programs.
* Demonstrated ability to facilitate and coordinate group activities, meetings and consultations.
* Excellent interpersonal, written and verbal communication skills.
* Experience in developing and managing positive relationships with a diverse range of stakeholders.
* Ability to develop and maintain effective working relationships with individuals from different backgrounds and cultures.
* Knowledge of relevant government legislation and regulations.
* Ability to work autonomously and as part of a team.
* Ability to identify, analyse and resolve difficult and complex issues.
* Understanding of the impact of socio-economic factors on social inclusion.
* Experience in project management and event coordination.
* Proficiency in the use of computer applications such as Microsoft Office suite. Experience with CRM system such as salesforce an advantage.

**Renumeration Package & Benefits:**

* Salary Scale €33,810 to €50,221, the entry point for the successful applicant will be commensurate with experience and qualifications.
* Excellent Pension of 10% employer’s contribution after successful probation period.
* Access to HSF private health insurance.
* Access to training and development opportunities to support the development officer in their role.
* Opportunity to apply for up to two days remote working as per SDCP policy.
* 35 Hour per week (full time)
* Access to Employee Assistance Programme

**Application Process**

**By Post**

Applicants should pay particular attention to the job role and person specification and outline 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 2 pages) and cover letter accompanied with completed confidential form marked: **Social Inclusion Development Officer Ref: 95/2023** **to:**

**Administration & Operation Department,**

**South Dublin County Partnership,**

**Unit D1,**

**Nangor Road Business Park,**

**Nangor Road, Dublin 12**

**OR** alternatively **email your application** to [**jobs@sdcpartnership.ie**](mailto:jobs@sdcpartnership.ie) – subject box to be marked:  **Social Inclusion Development Officer Ref: 95/2023**

Closing date for receipt of applications is **12pm, 21st June 2023.**

Late applications cannot be considered.

No individual correspondence will be entered into.

***South Dublin County Partnership is an Equal Opportunity Employer.***