



**Longford Community
Resources clg**

Longford Community Resources Clg (LCRL)

Job Description - Community Engagement Worker

December 2023

Longford Community Resources clg, the Local Development Company for County Longford, is involved in managing a range of development programmes, such as the Rural Development (LEADER) Programme, Social Inclusion & Community Activation Programme (SICAP), Rural Social Scheme, Tús Initiative, County Longford Youth Service, Social Prescribing Project, Community Development Project, Traveller Primary Health Care Project and Longford Volunteer Centre.

The Empowering Communities Programme (ECP) is an initiative being implemented by Longford Community Resources which will use a community development approach to address social exclusion and the impacts of poverty in specific geographic areas. The approach will be driven by Community Engagement Workers.

The Community Engagement Worker will strengthen, develop, and facilitate relationships between the existing community stakeholders, and between community groups and statutory agencies and structures with the aim of addressing exclusion and lack of meaningful and effective engagement between the community and local services. The Community Engagement Worker is responsible for ensuring that the core work of ECP is informed by and driven by the community.

Purpose of the job

The focus of the work will be to directly address social exclusion and the negative impacts of poverty and marginalisation within the communities. The Community Engagement Worker will do this by using a community development approach to strengthening the capacity of the community to work together and with key voluntary and statutory organisations and structures.

Principle Duties

- To provide appropriate supports and build the capacity of the community in the targeted area on both a one-to-one and group basis.
 - Regularly consult and engage with the local community.
 - Facilitate and support the community in identifying, analysing and addressing issues of relevance to them.
 - Support the establishment of groups of people from the targeted communities.
 - Help to develop leadership capacity within the community.

- To identify training and education initiatives for the community in the targeted area.
 - Work with the community to identify their training needs.
 - Identify other training and education initiatives which may be of benefit to the community.

- Facilitate a collaborative approach and develop a coordinated response with the community and other stakeholders to develop a clear work plan:
 - That is inclusive of all communities living in the targeted area.
 - Maps out needs of the targeted area.
 - That puts required supports and structures in place to address any weaknesses and strengthen the capacity of the local community to engage meaningfully with existing community structures and the ECP.

- To work closely with statutory agencies and local community and special interest groups to ensure integration of activities.
 - Establish, develop and/or grow relationships between the community and the relevant local and statutory organisations.
 - Support the community's participation and inclusion in relevant local community structures.
- To actively network with individuals and agencies at local, regional and national level, relevant to the work at hand.
 - To work with relevant community and local structures e.g. Longford Local Community Development Committee (LCDC) and leaders in scoping out the strengths and weaknesses in the capacity of local community representative infrastructure.

Policy Work

- Linking with national organisations and government agencies to keep up to date with relevant policy developments and ensure that local community organisations and statutory agencies are up to date with national policy relevant to the work in the targeted area.
- Highlighting relevant policy issues to be brought to local, regional, and national fora.

Monitoring and Evaluation

- Evaluating, monitoring, and reviewing the work plan and actions on an on-going basis, ensuring that any challenges, delays or risk factors are flagged as they emerge.
- Maintaining performance and monitoring records as required under the Empowering Communities Programme.

Report Writing

- Providing both financial and non-financial reports as required or requested by the Line Manager, CEO and/or Board of Longford Community Resources Clg.
- Provide both written and verbal briefings to local and national programme structures when requested by the Line Manager, CEO and/or Board of Longford Community Resources Clg.
- Ensure that all reporting is undertaken in a timely manner and is in line with the programme monitoring framework.

Record Keeping

- Ensuring that records are kept in respect of actions and activities.
- Ensuring that financial documentation and files are maintained for the use of administration team in LCRL and for inspection by the company auditors, and any other relevant monitoring bodies.

Involvement and Planning with other Longford Community Resources Clg Programmes

- Work as part of a team within LCRL and ensure the integration and co-ordination of the work into the other programmes, initiatives and staff of LCRL.
- Linking and working closely with other members of LCRL's staff team to keep up to date with projects/services that are relevant to the community in the targeted area.
- Assisting with the preparation of the annual implementation plans and with future strategic plans of LCRL.
- Ensuring the integration of the community in the targeted area with the other initiatives within LCRL.

Networking and Information Gathering

- To collaborate with other Community Engagement Workers and ECP at a national level in the development of a programme monitoring framework.
- Attending conferences and seminars relevant to the work as agreed with the Line Manager.

Other

- Attend training as deemed necessary by the line management/CEO.
- To carry out such duties as may be assigned from time to time by the Line Manager and/or CEO of Longford Community Resources Clg.

Line Management

The immediate line manager for the post is the Social Inclusion Programmes Manager. The position is ultimately managed by the CEO of Longford Community Resources Clg, with reference to the Board of Longford Community Resources Clg.

Person Specification

The person must:

- Have a Third Level qualification (e.g., Degree) or equivalent in Community Development.
- At least 3 years' experience of engaging with disadvantaged communities.
- Experience of delivering community development approaches, local needs analysis, planning and addressing social exclusion issues.
- Understanding and experience of working with local community development structures and knowledge of the national/local policy context that they work in.
- Excellent knowledge and understanding of the issues, barriers and problems that families and individuals from disadvantaged and marginalised communities face.
- Experience in implementing and delivering projects with a defined timeline and work plan.
- Experience of designing and delivery of capacity building supports within the community sector.
- Be able to demonstrate leadership skills.
- Have excellent communication, facilitation and report writing skills.
- Proficient in MS packages e.g., Word, Excel, Outlook, programme databases, SharePoint portals.
- Car owner with a full clean driving licence.



**An Roinn Forbartha
Tuaithe agus Pobail**
Department of Rural and
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