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<b>Title</b>	Community Development Project Officer
<b>Status</b>	Permanent subject to probation
<b>Location</b>	Dublin 10
<b>Reporting to</b>	Community Development Projects Manager
<b>Salary</b>	BCP Officer Level 2 (€33,645 - €52,236 )starting point DOE
<b>Pension</b>	The post comes with an entitlement to join the Company pension scheme after the 6-month probationary period
<b>Hours of Work</b>	Available on a full-time basis 35 hours per week or 28 hours a week basis

### **Introduction:**

Our Mission: The Ballyfermot Chapelizod Partnership Company CLG aims to collectively work to increase the economic base and resources of the community, and to develop and sustain the education, work and life opportunities of all the people of the area.

Ballyfermot Chapelizod Partnership believes that the application of community development principles builds community capacity and promotes social cohesion. BCP believes in supporting and advancing the development of community groups that share the values of the BC Partnership thus enabling communities to participate effectively to assert their civic rights for an improved quality of life.

### **Main Purpose of the Role:**

The Community Development Project Officer will be a member of the BCP community development team. The focus of the work will be to directly address social exclusion and the negative impacts of poverty and marginalisation in the Ballyfermot and Cherry Orchard areas of Dublin 10. The Community Development Project Officer will do this by utilising a community development approach to strengthening the capacity of the community to work together and with key voluntary and statutory organisations and structures.

Work across the community to address area-based disadvantage in geographic areas on a small scale and build on learning from other programmes such as the NEIC & RAPID, and takes an Asset-Based Community Development (ABCD) approach. That is, the programme prioritises the use of pre-existing structures, resources and services. The community development team and BCP aims to enhance community access to key services, and empower local communities to craft their own response to area based poverty, social exclusion and the resulting consequences.

## Role Description

### Main Duties and Responsibilities:

The successful candidate will play a key role in outreach and relationship building in the communities within the D10 (Ballyfermot and Cherry Orchard) with individuals and community groups. Using community development approaches, they will implement a range of initiatives based on recognised community development best practice<sup>1</sup>. The community development approach involves individual and collective empowerment, enabling and supporting members of a community (of place, identity or interest) to work collectively, to improve the quality of their lives, their community and their society.

The work of the successful candidate will be underpinned by the core values of collectivity, community empowerment; social justice and sustainable development; human rights, participation; equality and anti-discrimination.

### Responsibilities will include:

- To engage with local residents on a street by street, door by door, event by event basis to assist local people to identify what matters to them.
- With local people, map out the needs of the local community in a community annual plan to put 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.
- Working with local people, establish, develop and/or grow relationships between the community and the relevant local and statutory organisations.
- Develop new community groups where a need has been identified. Support new and existing local community groups to provide a range of social, educational, recreational and sporting activities to provide a range of activities to build social capital within the community.
- Where appropriate support groups/participants to address local issues in relation to social inclusion and antipoverty and concerns they have identified that need to be addressed.
- Identify members with leadership qualities and provide a range of supports to support them to become community leaders within their community.
- Support new and existing groups to develop a range of community events which have a social inclusion antipoverty focus or an inherent benefit to their community.
- On the ground outreach to meet community members in their community at times and in places that suit them. The role will involve some street work and out of hours work.
- To ensure that BCPs value of collaboration is maintained through strong, working relationships with a wide range of stakeholders in the statutory and community sectors including the local authority, local community and voluntary organisations and residents of the area.
- Adhere to Professional Standards and Code of Ethics in the Company.
- Undertake other duties and responsibilities as may be assigned.:
- Promotion of volunteering within the local community

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<sup>1</sup> As set out in the All-Ireland Standards for Community Work: <https://www.cwi.ie/wp-content/uploads/2016/03/All-Ireland-Standards-for-Community-Work.pdf>

- Outreach, engagement and design of responses to the needs of individuals who are new residents of the community.

### Reporting:

- Developing and implementing evaluation systems to assess the impact of the work.
- To input prepare timely reports as assigned by Line Manager.
- Update internal and external reporting systems and databases in or as close to real time as possible and ensure that all recording is accurate and complies with Company and funders GDPR policies and practices.

The principal duties and responsibilities as outlined above indicate the main functions and responsibilities of the post and are subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time to time by the designated Line Manager.

### Person Specification

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 BCP's ethos and vision and ideally have the skills and attributes as detailed below.

### Qualifications

The Project Officer will be educated to a minimum of QQI level 8. A qualification to degree level in a related field (Community Development, Sociology, Human Sciences etc) is desirable but not essential. For those who have not completed a QQI level 8 qualification they must have significant demonstratable experience in the field in a paid capacity for a minimum of 5 years.

### Knowledge & Expertise

The Project Officer should be able to demonstrate experience and expertise in the following areas:

- Computer literate in dealing with standard MS word and data processing, spreadsheet and communication packages.
- Research, data analytics and project conceptualisation skills
- Group facilitation, relationship building and outreach and engagement skills
- Solid understanding of the principles and process of community development
- Capacity to effectively interact and take a leadership role with a broad range of stakeholders.
- Experience of working in paid or unpaid capacity with communities experiencing marginalisation and social exclusion

- Must have knowledge and understanding of the factors impacting on disadvantaged communities.
- Must demonstrate an understanding and commitment to social inclusion and social justice
- Must have experience of establishing contact and developing relationships with key stakeholders including statutory bodies, and stakeholders in the community and voluntary sectors.

### Skills & Competencies

The Community Development Project Officer should be:

- Able to work inclusively with communities living in the local area
- In possession of good written (both academic and report/proposal writing), oral communication, facilitation and presentation skills
- The ability to work sensitively and in an empowering way in a community setting.
- Flexible, creative with the ability to adapt to a changing and challenging environment.
- A good team player with enthusiasm, drive, friendliness and approachability
- Able to work in a self-directed manner.
- Able to prioritise workload and solve problems.
- Able to conduct themselves in a way that commands confidence and respect.
- Computer literate in dealing with standard MS word systems.

### Character & Personal Qualities

- Be a believer in the capacity of local communities to address issues of importance to them
- Be a champion of equality, empowerment and social justice
- Be skilled in relationship building with local residents, staff and volunteers
- Be creative, solution focused, collaborative and forward thinking
- Able to work in a self-directed dynamic manner, and to develop good working relationships with all stakeholders
- Appreciative of the main social, economic and environmental issues currently affecting the sector
- Fair, impartial and open to new ideas and information

### Character & Personal Qualities

- Be passionate about learning, be a creative and forward thinker
- Empathetic to the needs of those most distanced from educational success
- Able to work in a self-directed dynamic manner, and to develop good working relationships with all stakeholders
- Appreciative of the main social, economic and environmental issues currently affecting the community
- Fair, impartial and open to new ideas and information
- A role model for lifelong learning and continuous professional development