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| <b>Title</b>   | Community Development Officer   |
| <b>Status</b>  | Permanent Contract subject to funding   |
| <b>Location</b>  | Dublin 10   |
| <b>Reporting to</b>  | Community Development Projects Manager.   |
| <b>Working Hours, Salary , Employer Pension and Holidays</b> | Available on a 35, 28 or 21 hours per week basis.<br>Salary €36,099.02- €51,236.2 starting point DOE, an employer's contributory pension is also available with this post after the probation period<br>Holidays starting at 24 days PA rising to 27 Days |

**Introduction:**

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

Our vision: Liffey Partnership envisions a future for our communities where poverty is significantly reduced and where people who experience marginalisation and disadvantage are fully supported to realise and fulfil their potential in a way that values inclusion, diversity, and equality for all.

Our mission: Liffey Partnership offers services, support and advocacy working with adults, children, and communities. Using an integrated and collaborative approach, we work to improve economic, social, and environmental outcomes and life opportunities.

Values: Liffey Partnership works has five key values that underpin our work and how we work: Community Development, Empowerment, Integrated and Person-Centred Development, Inclusion and Participation, Equity and Accountability.

**Role Description:**

The role will be based in Cherry Orchard predominantly and will involve working with the local community to engage them in the development of the area. This will have particular focus on engaging the community in a meaningful way in the development of the area and the Cherry Orchard Implementation Board (COIB) and COIB plans. It will endeavour to build local leadership and capacity.

The Cherry Orchard Community Development Project Officer will be a member of the Liffey Partnership community development team. The focus of the work will particularly address social exclusion and the negative impacts of poverty and marginalisation in the Cherry Orchard area 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.

The project officer will work across the community to address area-based disadvantage in geographic areas on a small scale and build on learning from other national programmes. The community development team and Liffey Partnership 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.

### **Main Duties of the Role:**

The successful candidate will play a key role in outreach and relationship building in the communities within Cherry Orchard area of Dublin 10 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 collectively, community empowerment; social justice and sustainable development; human rights, participation; equality and anti-discrimination.

This will entail performing the following duties:

- 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.
- To support and contribute to the development of the Cherry Orchard Implementation Board's programme of work.
- Working collaboratively with community partner organisations in particular the Cherry Orchard Implementation Board's priorities to drive the development of new service offers and innovations for both current delivery models and future opportunities.
- Work with the Empowering Communities programme the SICAP programme, Health and Well-being Programmes and employment and education programmes to ensure the inclusion of local people.
- Working with local people to 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.

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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>

- 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.
- Proactively identifying upcoming funding opportunities in collaboration with your line manager.
- To ensure that Liffey Partnership's 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.
- Promotion of volunteering within the local community.
- Outreach, engagement and design of responses to the needs of individuals who are new residents of the community.
- Adhere to Professional Standards and Code of Ethics in the Company.
- Undertake other duties and responsibilities as may be assigned.

#### **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 Liffey Partnership'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 demonstrate that they are on a path to attain a QQI Level 8 qualification.

### **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 stake holders 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.