



What is the Irish Local Development Network, ILDN?

ILDN is the umbrella body, supporting Ireland's Local Development Companies (LDCs). LDCs are multi-sectoral partnerships that deliver community and rural development, labour market activation, social inclusion, climate action and social enterprise services. In supporting disadvantaged individuals and communities, LDCs are not-for-profit, volunteer-led organisations who provide a national service through locally-based services. Our ethos is bottom-up, taking a holistic view of the individual and the community. Our services are integrated so employment supports, enterprise grants, social inclusion, training, well-being and environmental supports are available under one roof.

ILDN supports this important work in every community in Ireland: in joining ILDN, you become part of this great story of community development and empowerment.

Community Connection Project Administrator

The Community Connection Project (CCP), funded through the Department of Rural and Community Development, will use a community development and inclusion approach to address concerns of communities and assist them in developing constructive responses to significant numbers of International Protection Applicants in their local area.

The Community Link Workers will engage and work with local communities across Ireland over an 18-month period, helping build community resilience against misinformation and prejudice by working with the local community before, during and after the arrival of International Protection Applicants.

Implementation of the project will be overseen by a dedicated CCP Oversight Team employed by the Irish Local Development Network (ILDN), consisting of a Co-Coordinator and an Administrative Support worker.

Role Purpose

The focus of the CCP is to directly engage with local communities to understand and tackle challenges and concerns in the context of migrant integration locally. Distinct from other Projects operating in this space, the Community Connection Project will engage with residents already living in the local community as their primary focus, rather than engaging primarily with IP Applicants.



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The Oversight Team will work to develop a cohesive picture of project implementation at national level, provide support to Community Link Workers across Ireland and engage with the Department on challenges being reported locally. The Oversight Team will also be responsible for providing written progress reports to the Department on a biannual basis and will facilitate a research piece on community integration and countering misinformation/disinformation.

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. This person will be capable of working without supervision, on their own initiative, and within a busy environment. It is likely that the person appointed will demonstrate a genuine commitment to ILDN's ethos and vision and ideally have the skills and attributes as detailed below.

Qualifications

Relevant qualification in administration; further studies in Community Development, Project Management, Migrant Integration is desirable.

Core Responsibilities

- The CCP Administrator will provide support to the Co-Ordinator on oversight and monitoring of project outcomes, reporting requirements, communications and any matters arising over the duration of the 18 months.
- The Administrator will provide support to the Co-Ordinator on delivery of the research exercise in conjunction with Community Link Workers, examining effective mechanisms for healing division within communities and counteracting divisive narratives and misinformation by building resilience and awareness of the facts around migration.
- The Administrator will engage with Department and ILDN Internal Reporting Structures on behalf of the Co-Ordinator as and when required
- The Administrator will engage with relevant Local Authority structures on behalf of the Co-Ordinator as and when required
- The Administrator will engage regularly with the Department of Children, Equality, Disability, Integration and Youth's (DCEDIY) Community Engagement Team to ensure work is complementing national Community Engagement efforts.
- Provide support to the Co-Ordinator in organizing and delivering in-person engagements with Community Link Workers on at least 3 occasions across the 18-month duration of the project.
- Support the co-ordinator in engaging regularly with Community Link Workers on local issues, developing situations and any other matters arising.



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- Provide administrative support to the Co-Ordinator on delivery of timely progress reports to the Department
- Provide administrative support to the Co-Ordinator on delivery of timely financial reports on project spend to the Department.
- Provide administrative support to the Co-Ordinator to ensure any expenditures are accurately recorded and compliant with financial reporting requirements.
- Take minutes at ILDN meetings and prepare reports
- Support the general work of ILDN as directed by the CEO

Skills & Competencies

- Experience in administrative support roles and delivering outputs with a defined timeline and work plan.
- Experience in compiling research data and report writing.
- Understanding and experience of working with statutory and local /community development infrastructure and knowledge of the national/local policy context that they work in.
- Experience of co-ordinating and engaging with large numbers of stakeholders operating in nuanced contexts
- Have excellent communication, facilitation and organisational skills.
- Proficient in MS packages e.g., Word, Excel, Outlook, programme databases, SharePoint portals

Application Process

Application by CV and cover letter, with a completed Key Approaches Form, to be submitted by email to carol.baumann@ildn.ie, subject line **CCP Admin Application** before **5pm, Wednesday, October 23rd, 2024**.

Enquiries can also be sent to this address.

Late and / or incomplete applications will not be considered.

Job Detail

<i>Status</i>	Eighteen-month, fixed-term contract, subject to funding
<i>Location</i>	ILDN is located in Galway
<i>Hours of Work</i>	35 hours per week, some flexibility required
<i>Salary</i>	Clerical Admin Scale
<i>Reporting to</i>	CEO



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