



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.

Clerical Administrator - Community Connection Project

Role Purpose

The Clerical Admin will play a key role in supporting the implementation of the Community Connection Project. This will include all clerical tasks associated with support to the research project, recording of minutes, collation of data, collation of reports, formatting of papers and management of information. The Clerical Admin will also take responsibility for the organisation of community of practice events, including the booking of venues, the set up of rooms, and the creation of the output report. The Clerical Admin will support more broadly the work of the ILDN as appropriate.

The Community Connection Project

The Community Connection Project (CCP) 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.



Irish Local Development Network is supported by the Scheme to Support National Organisations which is funded by the Government of Ireland through the Department of Rural & Community Development

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.

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 and experience in clerical work and / or in administration; further studies / interest in Community Development, 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.
- Provide administrative support to the Co-Ordinator on delivery of timely progress reports to the Department



Irish Local Development Network is supported by the Scheme to Support National Organisations which is funded by the Government of Ireland through the Department of Rural & Community Development

- 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 formatting.
- Experience of engaging with large numbers of stakeholders
- Have excellent communication and organisational skills.
- Proficient in MS packages e.g., Word, Excel, Outlook, programme databases, SharePoint portals

Application Process

Application by CV and cover letter, to be submitted to carol.baumann@ildn.ie before **5pm on Monday, January 13th, 2025.**

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



Irish Local Development Network is supported by the Scheme to Support National Organisations which is funded by the Government of Ireland through the Department of Rural & Community Development