



<b>Title</b>	Community Development Projects Manager
<b>Status</b>	Permanent, full time 28/35 hours per week
<b>Location</b>	Dublin 10
<b>Reporting to</b>	Chief Executive Officer
<b>Salary</b>	On Company's Officer Level 3 scale starting point circa - €54,000 DOE. A Company Pension Scheme is also available
<b>Note:</b>	This post has the option to be worked either at 28 hours (pro rata) or 35 hours over Monday – Friday. Given the nature of community work occasional work on weekend would be expected as an element of the role

### **Introduction**

Our Mission: The Liffey Area Partnership 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.

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

**Purpose of the Job:** The Community Development Projects Manager will be a member of the LAP management team responsible for the design, coordination and delivery of a number of activities aligned to the LAP strategic plan and annual programme of work. The successful candidate will manage the Community Development activities of the organisation across a range of funded programmes including the Social Inclusion and Community Activation Programme (SICAP) and Empowering Communities initiative.

The successful candidate will play a key role in outreach and relationship building with community groups and individuals in the Ballyfermot, Cherry Orchard and Chapelizod areas as well as implementing a range of initiatives using a community development approach. 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.

### **Role Description**

**Duties of the Role -** The role of the Community Development Project Manager is to lead a team in implementing projects and activities aligned to and informed by the All-Ireland Standards for Community Work<sup>1</sup>. 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.

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

## **Main duties and responsibilities**

- To deliver on a range of community development focused initiatives outlined in the Company's Strategic Plan and Annual Programmes of Work including but not limited to.
  - Activities under Goal 1 of the Social Inclusion Community Activation Programme (SICAP)
  - Implementation of the Empowering Communities Programme
  - Implementation of actions under the Making Cherry Orchard Better Plan
  - Support the development of Social Economy initiatives locally including BCP's Community Garden Project
- A priority area of responsibility will be ensuring that LAP maintains strong, collaborative 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.
- The successful candidate will be part of the management team of the Liffey Area Partnership and will work closely with the other programme and financial managers of the organisation insuring an integrated approach to programme delivery.
- Responsible for leading, mentoring and developing a team of staff including recruitment and induction, providing regular support & supervision and implementing performance management systems and processes.

## **Additional duties and responsibilities include:**

- Developing a suite of capacity building supports to assist established and emerging community organisations to meet their aims and objectives.
- Outreach, engagement and design of responses to the needs of older persons and new communities in the area
- Management of funding distribution to local community groups via a variety of sources.
- Explore the suitability of a place-based leadership programme in the area.
- Act as lead on large scale LAP outreach & engagement events to promote full uptake of the organisations range of services and supports.
- Work to secure funding for projects where a community need emerges that cannot be responded to within currently available resources.

## **Reporting**

- Developing and implementing evaluation systems to assess the impact of the programmes.
- Ensure that annual project files are maintained for each project under the remit of the CD Projects Manager
- To prepare timely quantitative and qualitative reports on a quarterly basis for the LAP Board of Management
- Prepare interim and final progress reports for project funders as well as written and video case studies.

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.

### ***Knowledge & Expertise***

The Community Development Projects Manager should be able to demonstrate experience and expertise in the following areas:

- The successful candidate will be educated to degree level in a related field (Community Development, Sociology, Human Sciences etc)
- Group and process facilitation skills to a very high level
- Minimum of 3 years' experience working in the community and voluntary sector
- Prior experience of supervisory, team lead or management positions is desirable.
- 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.
- A record of planning, achievement and implementation in the delivery of projects within communities
- Experience of working 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 health promotion.
- 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 Projects Manager should be:

- In possession of excellent 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.
- Able to work in a self-directed manner.
- Able to conduct him or herself in a way that commands confidence and respect.
- Computer literate in dealing with standard MS word and CRM systems (Salesforce & Microsoft Dynamics) and communication packages.

### ***Character & Personal Qualities***

- 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