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| **Job Title** | **SOCIAL INCLUSION PROGRAMMES MANAGER** |
| **Employer** | South Tipperary Development CLG (STDC) |
| **Reporting Relationship** | CEO of STDC |
| **Reporting Staff** | Staff employed under allocated Social Inclusion Programmes |
| **Location of Post** | Based in head office in Cahir but post has a remit for all South Tipperary |
| **Closing Date for Applications** | 5 pm Friday February 28th 2025 |
| **Contract** | The is a full-time contract (subject to funding). STDC (and its predecessor) has been delivering the Social Inclusion & Community Activation Programme (SICAP) and the Traveller Primary Health Care Programme since 1997 and the Tus Programme since 2011 and has consistently received multi-annual funding for the programmes during that period. |
| **Benefits offered by STDC** | **Salary:** Competitive salary in line with experience.  **Travel expenses:** Travel expenses are reimbursed at public service rates.  **Annual Leave:** 30 days  **Pension:** Contributory pension benefits  **Organisation Culture:** Positive working environment and proactive approach to professional development, reflective practice and supervision.  **Training & Development:** Opportunities to access training relevant to the role. |

South Tipperary Development Company (STDC) is a Community Led Local Development Company based in Cahir, Co. Tipperary. It is a not-for-profit registered charity and is overseen by a voluntary board of directors.

STDC is dedicated to creating positive change in our communities. Our work supports social inclusion, rural development, employment, enterprise and Just Transition across South Tipperary. Our key priorities as set out in our Strategic Plan are to: Strengthen Communities; Empower People; Protect the Environment; Work in partnership and Collaboration with relevant stakeholders and to adopt innovative approaches to our work which will enable us to improve, grow and diversify the services we deliver. Programmes currently delivered by STDC include:

* Social Inclusion & Community Activation Programme (SICAP)
* LEADER Rural Development Programme
* Local Area Employment Services
* Tús – Labour Market Activation Programme
* Rural Social Scheme
* Traveller Primary Health Care Programme
* Outdoor Recreation & Walks Scheme

**Core Role and Responsibilities**

The Social Inclusion Programmes Manager is a senior leadership role within South Tipperary Development Company (STDC). This position requires a dynamic and experienced leader with expertise in community development, migration support, economic justice, and Just Transition from a social inclusion perspective. The successful candidate will be responsible for the strategic leadership, operational management, and continuous improvement of STDC’s social inclusion initiatives.

The role involves overseeing programme design, delivery, compliance, budget management, staff supervision and support, stakeholder engagement, advocacy, and public engagement to ensure meaningful, measurable, and sustainable social impact across South Tipperary. The success candidate will contribute to the work of the Management Team within STDC.

Key responsibilities include:

*1. Leadership & Programme Management*

* Lead the strategic planning, development, and implementation of STDC’s social inclusion programmes to ensure they align with organisational priorities and funder requirements.
* Oversee programme lifecycles including needs assessment, goal setting, implementation, evaluation, and reporting, ensuring measurable outcomes and continuous improvement.
* Ensure all programmes operate in full compliance with contractual agreements, legal obligations, and governance structures.
* Proactively identify risks and challenges within programmes, developing and implementing mitigation strategies.
* Foster cross-programme collaboration within STDC to maximise impact, resource efficiency, and organisational learning.
* Stay informed on national and international best practices in social inclusion, applying innovative approaches to programme delivery.

*2. Budget Oversight*

* Develop, monitor, and manage programme budgets, ensuring alignment with organisational priorities and funder expectations.
* Track and report on programme expenditure, ensuring compliance with spending guidelines.
* Identify potential funding opportunities and support the preparation of grant applications and funding proposals.
* In association with the Financial Controller, ensure financial accountability across programmes, addressing any budget variances in a timely and strategic manner.

*3. Staff Management & Development*

* Lead, supervise, and support a team of staff working across social inclusion initiatives, ensuring clarity of roles, responsibilities, and expectations.
* Provide regular professional supervision, mentoring, and training to enhance staff capacity and performance.
* Foster a positive and inclusive work culture, promoting teamwork, collaboration, and knowledge sharing.
* Conduct performance reviews and ensure continuous professional development opportunities for staff.
* Address any staff-related concerns or challenges in line with STDC policies and best HR practices.

*4. Advocacy & Stakeholder Engagement*

* Represent STDC at local, regional, and national levels, advocating for policies and practices that promote social inclusion.
* Engage with statutory bodies, policymakers, and funding agencies to influence social inclusion policies and secure sustainable resources for programmes.
* Develop and maintain strong relationships with key stakeholders, including community groups, local authorities, government agencies, and non-profit organisations.
* Collaborate with national and regional networks to contribute to research, policy development, and knowledge exchange on social inclusion.

*5. Public Engagement & Promotion*

* Develop and implement communication strategies to raise awareness and visibility of social inclusion programmes.
* Oversee the creation of promotional materials, including reports, newsletters, and digital content, ensuring clear messaging and accessibility.
* Organise and participate in public events, workshops, and conferences to showcase STDC’s work in Social Inclusion.

*6. Reporting, Governance & Compliance*

* Ensure timely and accurate reporting primarily to the CEO, board of directors, and funding bodies on programme activities, performance metrics, and emerging trends.
* Maintain detailed records and documentation to demonstrate compliance with funder requirements and organisational policies.
* Develop and implement monitoring and evaluation frameworks to assess programme effectiveness, impact, and sustainability.
* Ensure all governance and compliance requirements are met, including safeguarding policies, GDPR, etc as related to social inclusion programmes.

*7. Strategic & Organisational Contribution*

* Contribute to STDC’s overall strategic direction, participating in management team meetings and cross-organisational initiatives.
* Work collaboratively with other programme managers to align social inclusion initiatives with broader community development goals.
* Participate in relevant professional development activities to enhance expertise and leadership capabilities.

*8. Additional Responsibilities*

* Provide support for other STDC programmes as required, particularly those with a social inclusion focus.
* Undertake any additional duties as reasonably requested by the CEO to support STDC’s mission and objectives.

**Personal specification**

***Essential Criteria***

*Experience & Knowledge*

* Experience in community development, social inclusion, or a related field.
* Understanding of the challenges faced by marginalized and disadvantaged groups.
* Experience working with individuals and communities affected by poverty, exclusion, or discrimination.
* Ability to develop and deliver programmes that support social inclusion.
* Experience in partnership working with statutory bodies, community organisations, and stakeholders.

*Skills & Competencies*

* Strong communication and interpersonal skills.
* Excellent verbal and written communication skills including presentation skills
* Excellent administrative skills and ability to establish and maintain effective administrative systems, keep accurate records, and produce reports in a timely manner.
* Ability to work both independently and as part of a team.
* Excellent organisational and time-management skills.
* Proficiency in IT, including Microsoft Office (Excel, PowerPoint, Word), CRM systems, and email.
* Excellent planning and organisational skills with proven ability to identify priorities, work to deadlines and organise the work to ensure optimum service delivery.

*Other Requirements*

* Full, clean driving licence and access to transport (role requires travel within south Tipperary and beyond).
* Willingness to work occasional evenings or weekends, as needed.
* Empathic nature, people oriented and concern for others.
* Self-awareness and willingness to learn.
* Commitment to equality and the ethos/policies of STDC

**Desirable Criteria**

*Experience & Knowledge*

* Knowledge of Irish and EU funding programmes related to social inclusion.

*Education & Training*

* Relevant qualification in Social Sciences, Community Development, or a related field.

*Skills & Competencies*

* Ability to facilitate workshops and training sessions.

**Terms of Employment**

Full-time position - working 35 hours per week. Based in head office in Cahir but post has a remit for all of South Tipperary. The post offers a competitive salary in line with experience.

The is a full-time contract (Subject to funding).

**How to Apply**

Send your CV together with a cover letter outlining your suitability for the post on offer.

Completed CVs with supporting cover letter should be sent to [recruitment@stdc.ie](mailto:recruit@stdc.ie)

All applications should be marked SIPM post

Applications by email only and should be submitted no later than **Friday February 28th** at

5 p.m.

Shortlisting may apply

Dates for interviews for this post have been provisionally set for **10th/11th March 2025**.

STDC is an equal opportunities employer

*“The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Union, through the European Social Fund Plus”*

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