



## Community & Social Enterprise Development Officer (F/T)

Inishowen Development Partnership (IDP) is recruiting for a new full time position within this growing and diverse team.

**Main purpose of job:** The Community & Social Enterprise Development Officer will be responsible for designing, developing and delivering integrated supports to clients (Community Groups, individuals & businesses), across a range of social inclusion initiatives, projects and programmes, throughout the Inishowen Development Partnership area, in line with the company's core community development and social enterprise strategy .

Based in the IDP Buncrana Office, the Job holder will report to Inishowen Development Partnership's (IDP) Joint CEO and the Board of IDP.

**The duties of the Community & Social Enterprise Development Officer will include:**

- Working as a team member in delivering on the efficient day-to-day running of the Community Development Support Work within IDP.
- Applying a broad range of community development and engagement processes and practices to assist IDP and the Inishowen community to identify and implement local priorities
- Assisting skills development of potential community leaders, volunteers, community groups and local representative working groups (committee) members Coordinating and delivering pre-developed training programmes for individuals in local communities including the development of the skills and capacity within the management and staffing structures of community organisations relating to governance and management best practice.
- Initiate and support community-led initiatives in the areas of community development and enhancement, environment, employment creation, enterprise and social enterprise development
- Supporting local communities to engage in collective action and form / re-establish local community groups
- Building relationships and networks with residents and community groups to encourage their participation in local activities and projects, with particular emphasis on hard to engage /disengaged residents to strengthen civic participation
- Lead and engage in outreach activities to support communities, community groups and targeted clients to access and participate in appropriate, relevant activities and initiatives, across broad-based community development and more targeted social inclusion focused activities;
- Provide support to communities to undertake Community Socio-Economic Planning processes, which may include leading, participating in, or assisting with various elements of the process
- Develop, facilitate and drive strategic collaborative partnerships and networks focused on developing targeted responses to identified social inclusion and economic development needs;
- Identify and develop appropriate responses to gaps in supports, skills and services within the Inishowen area;
- Support clients with the preparation of applications for grant aid from the full range of available sources;
- Achieve and report on key programme indicators, as required including monitoring and groups engaged with; Monitor inputs, outputs, outcomes and impacts including satisfaction levels of individuals through data collection, reports, case studies and by any other means which may be required by the company and/or programmes; prepare and update client and group records in adherence with use and data protection policies
- Anticipate opportunities and develop innovative project ideas, proposals and applications including exploring and developing opportunities for complementary funding for promotion of community and social enterprise development activities and supports for the client groups.
- Disseminate information and create awareness to improve knowledge and uptake of the range of finance and other supports available to clients to implement their ideas;

- Participate in and comply with all company actions and activities relating to continuous improvement, such as the Q Mark, the Governance and any other continuous improvement processes implemented by the company;
- Preparing reports on programme activities and actions as requested by the Board and CEO
- Ensuring that confidentiality is maintained at all times

### Essential Criteria

- A minimum of a BSc/BA in community development, Education, Business, Social Science or related field
- Knowledge and experience of the community and voluntary sector, ideally 3+ years
- Dynamic interpersonal and communication skills including the ability to network, liaise and negotiate with other local groups and agencies and to form positive working relationships with local community group committees and funders.
- Experience of work in the area of Community Development & Social Enterprise and knowledge of:
  - Social Inclusion Initiatives
  - New developments in supports for Social Enterprises
  - Business development and sustainability
- Excellent report writing skills and presentation skills – Business / Strategic/Community/Social Analysis, Profiling & planning
- Organisational skills & experience to plan and manage promotional and networking events
- Highly motivated and committed to working as part of a team as well as on own initiative
- Demonstrate good IT skills and Public Relations experience
- Demonstrate budgetary experience
- A full current clean driving licence and access to a car is essential
- Evening and/or weekend work may be required

How to Apply: Applications only on IDP's official application form to [enquiries@inishowen.ie](mailto:enquiries@inishowen.ie) stating clearly that it relates to the 'Community & Social Enterprise Development Officer' role. Only those who complete the official application form will be considered for the position.

Closing date for applications: **Wednesday December 11<sup>th</sup> 2019 at 12 noon.**

All applicants should note that the proposed interview date is Monday December 16th, 2019

Salary scale for this position is €34,939 pro rata.

*Inishowen Development Partnership is an equal opportunities employer and welcomes applications from all sections of society. The appointment is subject to normal recruitment procedures including Garda/Police Vetting.*

