

## Connecting Communities - Development Officer

### x 2 Part-time (3 day equivalent)

**Introduction:** In line with our commitments to people, place and progress, and to support our Migrant and Black & Minority Ethnic (BME) communities IDP is recruiting for two new part-time positions within our growing and diverse team.

**Main purpose of job:** The role of the Connecting Communities Development Officer is to facilitate community engagement and development work with a view to increasing civic participation, health and well-being across our migrant and BME communities through focusing on priority actions within IDP.

The role will specifically seek to engage members of the BME, migrant and refugee community in Inishowen to support them in addressing the issues that affect their lives; working with local community groups and county structures to raise awareness and address the challenges facing new communities and in responding to problems and needs through empowerment and active participation. The role will support network development, creative responses and collaboration, and explore opportunities for peer support and learning, and community integration. This will help to mobilise resources and communities and influence systems. It will support the development of enhanced relationships among stakeholders, serving as a catalyst for changing policies, delivering programmes and highlighting best practice. It is about supporting communities to bring about social change and improve quality of life.

This work includes: • community participation and leveraging the capacity within communities • supporting individual and community engagement and participation • health & wellbeing initiatives • robust local collaborations • support for appropriate active citizenship • training, education, employment and development opportunities as key drivers in creating self-sufficient vibrant communities • equality of opportunity and social inclusion.

As an agile, dynamic, and progressive organisation, IDP is adapting their team to ensure we underpin our people-centered and community development approach. We are looking for dedicated and experienced candidates to apply a broad range of community development and engagement processes and practices to assist the IDP team and the community to identify and implement local priorities. To be successful as a Connecting Communities Development Officer, you should be knowledgeable of community development, key issues and challenges facing marginalized and disadvantaged communities, and community engagement principles and practice. Ultimately, you should be able to build rapport with individuals, groups and agencies alike and demonstrate excellent organisational, analytical, and problem-solving skills.

These roles will operate across the Inishowen peninsula, but will link in to county-wide and national structures. Reporting to the Joint CEO, this role will work with our Community Development Support Team, ensuring that emerging needs are identified and planned for and client needs are responded to in a timely and effective way.

**Duties:** The Connecting Communities Development Officers are expected to have direct input across a range of programme activities. Key duties and responsibilities will include:

- Working with, listening to and addressing the needs, challenges and opportunities identified by the BME, migrant, refugee and asylum seekers communities.
- Develop community development initiatives that promote links and build relationships within and across the community, including cultural and social events, training. E.g. diversity awareness training, anti-racism and discrimination awareness, etc.
- Support local communities to engage in collective action and to support current groups, and when identified the establishment of new, representative local community groups.
- Assist skills development of potential target group community leaders, volunteers, community groups and encourage engagement/membership of local resident groups.
- Develop professional working relationships with all target group members, stakeholders, and collaborative partners and maintain regular communication.
- Coordinate, codesign and leverage community education, adult education, and training programmes, with a specific focus on language and employment supports.
- Collaborate with other programmes within IDP and external agencies and public bodies to ensure clients are aware of, and have access to, all available supports.
- Play an advocacy role with respect to maximizing opportunities and access to relevant supports and services.
- Enable participants to develop skills, including English language skills, employment, educational and cultural.
- Updating and maintaining accurate records and reports for Management, Board and Funding Bodies including appropriate and up-to-date records of all project activities, client and group records in adherence with user and data protection policies.
- Make internal referrals to relevant SICAP supports and other IDP programmes and to wider external programme supports and providers.
- Individually and as part of the wider IDP staff team, build well-grounded networks into local agencies.
- Source additional leveraged funding to support the development of community integration programmes
- Maintain caseload records and build a case-study portfolio and general statistical information.
- Undertake other administrative duties and responsibilities as may be assigned in agreement with the CEO and/or Board of Management.

**Person Specifications:** This role will require a wide range of abilities and skills including: -

- Commitment to and understanding of working within a community organisation in an inclusive manner to bring about positive change.
- Knowledge and understanding of current procedures, policies and supports required by migrants, IPAS, refugee and asylum seekers
- Experience in working with migrants, refugees and other vulnerable groups and an understanding of the challenges faced by these target groups.
- Experience in organising activities, training and events.
- An ability to think strategically about the information that will help stakeholders make informed decisions and to communicate the value of this information effectively. Strong

verbal and written communication skills, including the ability to write comprehensive documents.

- High motivation, positive disposition, and flexible attitude in response to organisational change and development, with an inclination for problem-solving.
- A team player.

	Essential	Desirable
<b>Knowledge and Skills</b>		
<ul style="list-style-type: none"> <li>• QQI Level 8 in relevant third level qualification - Social Sciences, Health, Business, Community Development, or a related field plus 3yrs similar experience</li> <li>• Knowledge and experience of the sector, ideally 3+ years- including experience with Migrants and BME community</li> <li>• Knowledge of socio-economic and demographic trends in the Inishowen &amp; Donegal area</li> <li>• Empathetic to the needs of the target group with an ability to work sensitively and in an empowering way, maintaining confidentiality, dignity and respect</li> <li>• Flexible, creative with the ability to adapt to a changing and challenging environment</li> <li>• Excellent organisational skills, including the capacity to manage complex tasks, work independently and work to deadlines</li> <li>• Strong IT skills- proficiency in all Microsoft Office applications and ability to present data in a range of formats and to various audience</li> <li>• Experience in implementation of CRM and/or Database Management</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li></li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li>✓</li> <li></li> <li></li> <li></li> <li></li> <li>✓</li> </ul>
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• At least 3years experience in a related field</li> <li>• Experience of facilitating training sessions with diverse groups</li> <li>• Experience of writing documents, in an accessible format, to publication standard</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li>✓</li> <li>✓</li> </ul>
<b>Competencies</b>		
<u>Adaptable and Responsive</u>		
<ul style="list-style-type: none"> <li>• Pays attention to detail and searches for solutions</li> <li>• Demonstrate good IT skills and Public Relations experience</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li>✓</li> </ul>
<u>Collaborative</u>		
<ul style="list-style-type: none"> <li>• Develops positive relationships with others internally and externally to achieve goals</li> <li>• Shares information effectively and frequently</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	
<u>Leadership</u>		
<ul style="list-style-type: none"> <li>• Provides feedback and encouragement to others and supports problem solving</li> <li>• Implements suggestions for improvement and takes accountability for own performance</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	
<u>Communication</u>		
<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	
<u>Planning and Innovation</u>		
<ul style="list-style-type: none"> <li>• Identifies clients and stakeholder needs and develop ideas on how to meet them</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	

**How to Apply:** Please complete the **official application form** and send, accompanied by an up to date **CV** and a **cover letter** outlining why you would like to join our team to [enquiries@inishowen.ie](mailto:enquiries@inishowen.ie) stating clearly that it relates to the 'IDP Connecting Communities Development Officer' role.

Closing date for applications: **Monday, December 4th at 12 noon.**

All applicants should note that the proposed interview date is **Monday, December 11, 2023.**

Salary scale for this position is €35,977 pro rata. Shortlisting will apply and a panel may be formed.

*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.*



The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Government of Ireland, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021-2027.

Registered Charity No: 20067786 CO. REG. 447893 CHY17949