

# IRD Duhallow

## DEVELOPMENT OFFICER

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### About the Position

IRD Duhallow are seeking an energetic, hands-on Development Officer to develop and coordinate responses targeting identified target groups. Initially, the Development Officer will be working on the LAES and SICAP Programmes with a strong focus on supporting those who are unemployed or from other marginalised groups. However, the role will evolve over time and the Development Officer may be allocated to other remits including LEADER, Social Enterprise Supports as required. The successful candidate will have strong planning and organisational skills and will have a track record of coordination, project management and team-work. Experience of working in the not-for-profit sector will be a distinct advantage.

### Key Responsibilities

- Assist community and voluntary groups to identify and articulate their own needs and to develop strategies to address such needs.
- Assist in programme development.
- Facilitate both group development and meetings of individual Community groups, specialised groups Community Forums and Networks.
- Support community groups in developing community projects. Identify sources of funding and support for such projects.
- providing intensive and tailored Employment assistance and advice supports to our clients and employers.
- To provide one-to-one support and guidance to individuals from marginalised backgrounds.
- Maintain accurate records of work undertaken that contains detailed up-to-date engagement notes, full details of specific interventions, evidence of positive outcomes etc;
- Undertake tasks including SICAP / LEADER grant application procedures, processing, monitoring, and project file maintenance.
- To adhere to the operating rules of different funding programmes and keep appropriate and up to date records of all project activities.
- Organise conferences and seminars and disseminate information in response to community needs including webinars, virtual and in-person networking events;

- Undertake ongoing evaluation of outcomes and impacts of projects;
- Carry out risk assessments and manage risks – in conjunction with Team Leader – as required;
- Review with Team Leader progress against outcomes against performance targets and reflect on practice;
- Work in collaboration with our Development Officer teams to maximise opportunities and support across all programmes and initiatives;
- Work in an integrated manner with other relevant service providers.
- Work on any new programmes or initiatives relevant to the role.

## Core Competencies

### **Knowledge of Innovative Community Supports**

The Officer will be required to demonstrate a detailed knowledge and experience of working in the area of community development, be committed to integrating equality, social inclusion and anti-poverty principles into Community Development practice. They will have an understanding of Local Development and Partnership Companies in Ireland and their target groups.

### **Interpersonal & Liaison Skills**

The Officer will be required to be able to liaise effectively and efficiently with groups and agencies providing services to local community groups and social enterprise. The Officer will be required to act as a positive and contributing member of the wider staff team within IRD Duhallow.

### **Project Management Skills**

The Officer will be required to produce timely and relevant reports for the various Steering Committees, Board and other groups within IRD Duhallow and external stakeholders . You must demonstrate clearly your experience of organising, managing and prioritising own workload. A good working knowledge of the standard suite of business- related software and IT packages is essential.

### **Motivation & report writing**

The Development Officer will be required to be a flexible, motivated self-starter who can communicate effectively. They will work well as part of a team and also on their own initiative. They will have good report writing and presentation skills.

### **Communication Skills**

The Officer will have experience of forming good working relationships with organisations and communities, combined with excellent communication and listening skills. You will have excellent verbal and written abilities.

## Person Specification

- Excellent organisation skills.

- Knowledge and Experience of working with those who are disadvantaged experiencing barriers to employment, education and training.
- Excellent IT skills, including a proficiency in Microsoft office and online communication platforms;
- Previous projects management experience
- Good interpersonal, analytical and writing skills
- Flexible and professional approach to work
- Knowledge of the Principals of Rural Development and Social Inclusion
- Should be used to working in a team environment
- Good interpersonal and communication skills and a knowledge of rural issues /concerns.
- Experience of working in community organisations in a professional and /or voluntary capacity.
- Ability to work on his/her own initiative and as part of a small team and also to work in close association with key stakeholders.
- Flexible approach to working hours, some evening work may be required.

Candidates should be familiar with the many programmes delivered by IRD Duhallow and outlined in our Annual Progress Report available at [https://issuu.com/irdduhallow1/docs/ird\\_duhallow\\_progress\\_jun\\_22\\_-\\_23\\_compressed](https://issuu.com/irdduhallow1/docs/ird_duhallow_progress_jun_22_-_23_compressed)

**Required Experience:**

*A minimum of 2 years' experience working in the area of community development and social inclusion.*

**Qualifications:**

*A relevant 3<sup>rd</sup> Level qualification, at Level 7 or higher*

**Other Relevant Information:**

A full driving licence and access to your own car is essential.

## Terms & Conditions of Employment:

**1. Salary**

The salary will be commensurate with skills and experience.

**2. Duration of Contract**

The contract is a contract of indefinite duration, which is dependent on the continued funding of IRD Duhallow's Programmes.

### **3. Probation**

A probationary period of six months will apply.

### **4. Working Hours**

9am – 5pm (35 hours per week). Due to the nature of the role, some out-of-hours work is required. A company Time Off In Lieu (TOIL) policy applies.

### **5. Travel & Subsistence**

Travel and subsistence will be paid at public sector rates.

### **6. Location of the position**

The James O’Keeffe Institute, Newmarket, Co. Cork, P51C5YF

### **7. Garda Vetting**

The successful applicant will be required to be Garda vetted.

## **Selection Process:**

Selection will involve short listing of applicants for interview, based on the criteria for the position as outlined in this job description and person specification.

## **How to Apply:**

Selection will involve short listing of applicants for interview based on the criteria for the position as outlined in this job description and person specification. IRD Duhallow is an equal opportunities employer.

Please submit your **Curriculum Vitae** and **cover letter** by email to **duhallow@irdduhallow.com** quoting **Development Officer Application\_ YOURNAME** in the subject line.

Please save your CV as **YOURNAME\_CV** and your cover letter as **YOURNAME\_CoverLetter**.

Please make sure that you check your spam and/or junk folders throughout this recruitment campaign, as IRD Duhallow does not take any responsibility for missed communications.

***The closing date for applications for this role is 5.00pm on the 12<sup>th</sup> of April 2024***