

## SICAP Community Development worker

### Job Description

#### Purpose:

North Tipperary Development Company is now seeking a Community Development worker to support the delivery of a range of well-organised, imaginative, quality projects and capacity building support for community groups under the Social Inclusion and Community Activation Programme (SICAP) 2018-2022. SICAP provides funding to tackle poverty and social exclusion through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies.

#### Duties:

- Carry out pre-development work in designated hard to reach rural areas.
- Support the development of local community groups in these areas.
- Complete a community support plan in conjunction with local communities.
- Support local communities to develop a community profile and carry out community needs assessment.
- Support local communities to engage in collective action and form or re-establish local community groups.
- Identify skills gaps and coordinate and deliver training programmes to address the gaps and assist skills development of potential community leaders, volunteers, and community groups.
- Develop professional working relationships with all target groups and stakeholders, maintaining regular communication throughout the development lifecycle.
- Carry out capacity building and coordinate and deliver training supports with hard-to-reach communities.
- Assist-community groups to make funding applications and secure funding for local projects.
- Source relevant training programmes aimed at people living in disadvantaged areas and amongst target groups of the SICAP programme.
- Support the development of CAP network structures in rural areas.
- Support local representatives to participate in decision making structures such as the PPN and CAP type networks.
- Maintain records on the IRIS database system specific to the SICAP programme and prepare and compile other reports and statistics on the work as required and submit to funders as and when required.
- Engage in supervision sessions on a regular basis and actively participate in relevant team meetings and other team development processes.

***The above Job Description is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.***



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**PERSON SPECIFICATION:**

| Factors           | Essential  | Desirable  |
|-------------------|--|--|
| Qualifications    | <ul style="list-style-type: none"> <li>➤ Third Level Qualification in Community Development, Rural Development, Social Science, Youth Work or other relevant discipline (level 8).</li> </ul>  |  |
| Knowledge         | <ul style="list-style-type: none"> <li>➤ Demonstrated knowledge and understanding of community development principles and practices.</li> <li>➤ Demonstrated knowledge and understanding of the needs of rural communities including hard to reach communities.</li> <li>➤ Working knowledge of funding sources and the process of making funding applications</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Working knowledge and experience of the use and application of Charities Governance Code.</li> </ul>  |
| Experience        | <ul style="list-style-type: none"> <li>➤ A minimum of 2-3 years' relevant experience working in the community development sector in a similar role</li> <li>➤ Proven capability to work in the sector (including Social Enterprises and Charities)</li> <li>➤ Strong track record in the design and delivery of training and other group-based development programmes</li> <li>➤ Strong track record in working with voluntary groups and communities including vulnerable and isolated communities.</li> <li>➤ Experience and proven ability in data processing and data entry.</li> <li>➤ Experience in working in a busy environment with proven ability to prioritise and manage a demanding and diverse workload.</li> <li>➤ Experience of working in a target-based environment and meeting strict deadlines.</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Experience of dealing with funding agencies and making quality applications.</li> <li>➤ Experience of working with the private sector and with relevant statutory bodies</li> <li>➤ Experience in the development of policies and procedures in a community setting.</li> </ul> |
| Core Competencies | <ul style="list-style-type: none"> <li>➤ Excellent community development skills and ability to work effectively with communities to carry out needs assessment and community profiling.</li> <li>➤ Excellent training and group facilitation skills</li> <li>➤ Ability to build strong positive working relationships with clients, colleagues, and other agencies.</li> <li>➤ Excellent communication skills (written &amp; verbal) required with the ability to confidently provide information and guidance to individuals and community groups.</li> <li>➤ Excellent ability to inform, motivate, and support individuals, community groups and a wide range of organisations.</li> <li>➤ Excellent IT skills and experience of Microsoft 365 applications.</li> <li>➤ Capacity to work effectively with stakeholders including funders and other agencies.</li> <li>➤ Strong planning, administrative and organisational skills including ability to organise and manage complex workloads.</li> <li>➤ Ability to produce statistics and reports in a timely manner.</li> </ul> |  |



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|--------------------|---|--|
|                    | <ul style="list-style-type: none"> <li>➤ Be a highly motivated self-starter, with the with capacity to apply creativity and initiative appropriately within the parameters of the role.</li> <li>➤ Excellent ability to work independently and in a team setting.</li> <li>➤ Strong resilience and capacity to manage stress and to work effectively under pressure.</li> </ul>   |  |
| Other requirements | <ul style="list-style-type: none"> <li>➤ Understanding of and commitment to confidentiality as it applies to an organisation working with vulnerable adults.</li> <li>➤ Integrity and dependability</li> <li>➤ People oriented and concern for others.</li> <li>➤ Self-awareness and willingness to learn.</li> <li>➤ Commitment to equality and the ethos/policies of NTDC</li> <li>➤ A full clean driving licence and use of a car as for work purposes</li> <li>➤ Adaptability and flexibility re unsocial hours</li> <li>➤ Satisfactory police/Garda clearance</li> </ul> |  |

### Terms of Appointment

- The appointment will be a Fixed Term Contract until 31<sup>st</sup> December 2023 including an initial probationary period of nine months.
- Hours of Work: 37 hours per week. The nature of the role will require significant evening and perhaps weekend work.
- The salary for this role will be a point on the project Worker Salary Scale, commensurate with experience and qualifications.
- Annual Leave of 25 days per annum
- Place of work will be split base – initially starting in Roscrea with other location/s to be confirmed later.
- Reporting SICAP Manager.

**How to Apply:** Please complete the official application form and send a cover letter outlining why you would like to join our team to [receptionHO@ntdc.ie](mailto:receptionHO@ntdc.ie) stating clearly that it relates to the 'SICAP Community Development Worker' role.

**Closing date for applications:** 24<sup>th</sup> May 2023.

All applicants should note that the proposed interview date is 29<sup>th</sup> May 2023.

Shortlisting will apply and a panel may be formed.

NTDC is an equal opportunities employer.

