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| **Job Title** | New Arrivals Project Worker (Fixed term contract until 31st of December 2025) |
| **Employer** | North Tipperary Development Company (NTDC) |
| **Reporting Relationship** | Manager SICAP & LAES and the CEO of NTDC |
| **Reporting Staff** | Staff employed in the SICAP Programme  |
| **Location of Post** | North Tipperary |
| **Closing Date for Applications** | Friday 4th of July at 5pm |
| **Date of Interviews** | Not Agreed  |
| **Benefits offered by NTDC** | **Salary:** Competitive salaries in line with those in the public service. **Travel expenses:** Travel expenses are reimbursed at public service rates.**Annual Leave:** 25 days annual leave. **Pension:** Contributory pension benefits for long term staff.**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. |

**THE EMPLOYER: NORTH TIPPERARY DEVELOPMENT COMPANY (NTDC)**

North Tipperary Development Company (NTDC) is a local development company responsible for the delivery of a range of rural enterprise, social inclusion, and community development initiatives in the Tipperary North County area.

The purpose of NTDC is to act as a voluntary, non-profit making, private limited company with a mission to promote social inclusion, promote economic development, increase employment and enterprise opportunities, and promote wider participation in voluntary activity for the people of the area.

# THE PROGRAMME:

The Social Inclusion and Community Activation Programme (SICAP) 2024-2028 provides funding to tackle poverty and social exclusion at a local level through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies. Administered by Pobal, SICAP 2024-2028 is co-funded by the Irish Government, 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.

SICAP is delivered in North Tipperary by North Tipperary Development Company. It is a multi-faceted programme that provides supports to respond to individual and community needs, aiming to ensure that beneficiaries receive quality, tailored supports, while also allowing flexibility to adapt actions to local need. It enables bottom-up approaches within the framework of a national programme which provides targets, performance indicators and requirements.

**THE ROLE AND PURPOSE OF THE JOB**

North Tipperary Development Company is now seeking a New Arrivals Project Worker to work with the SICAP team in supporting their response to the needs of Ukrainian Refugees & New Arrivals located in the North Tipperary SICAP area and 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) 2024-2028. We are seeking a dedicated and passionate New Arrivals Project worker to join our team. The successful candidate/s will work as part of the NTDC Ukrainian/New Arrivals Project Team.

**Duties:**

* Support the development of local community groups in these areas.
* Assist in the overall delivery of SICAP services and supports by providing interpretation/translation support
* Develop cultural competency within North Tipperary and the host communities.
* Participate on local networks and fora as required.
* Organise and deliver local events that support integration.
* Always adhere to SICAP Guidelines and operational procedures within NTDC.
* Keep appropriate and up-to-date records of all project activities and prepare and update group records in adherence with programme requirements and data protection policies.
* Prepare reports on programme activities and actions as requested by the Board, CEO and Manager.
* Represent NTDC on various Interagency Fora as required.
* Any other duties that may be assigned within the general requirements of the role as appropriate for the grade.
* Complete community support plans in conjunction with local communities.
* Support local communities to develop a community profile and community needs assessment.
* Support local communities to engage in collective action and form or re-establish local community groups.
* Assist skills development of potential community leaders, volunteers, community groups by coordinating and delivering training programmes based on skills gaps identified.
* Develop professional working relationships with all target group members, stakeholders and target groups and maintain regular communication throughout the development lifecycle.
* Organise and facilitate community workshops, awareness programmes, and events related to climate action and sustainability.
* Coordinate training sessions to enhance community members' skills in sustainable practices and climate-related fields.
* Carry out capacity building and deliver training supports with hard-to-reach communities.
* Assisting community groups to 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 reps 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 any hard copy requirements.
* Participate in relevant team meetings as and when required.
* Any other duties as deemed necessary by SICAP or NTDC Senior Management.

***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.***

**PERSON SPECIFICATION**

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| **Factors** | **Essential** | **Desirable** |
| Qualifications | * Third-level degree in relevant areas or post-graduate qualification – Level 8.
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| Knowledge | * Knowledge of theory and practice of the principles of community development work.
* Understanding of statutory/voluntary relationships.
* Knowledge of current community development initiatives & community development work
* Understanding of and a commitment to the promotion of equal opportunities and cultural diversity
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| Experience | * Third-level degree in relevant areas or post-graduate qualification
 | * Relevant experience of working in multidisciplinary and multi-agency environment
* Experience supporting voluntary community structures.
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| Core Competencies | * Needs assessment and measurement of progression of participants.
* Report writing.
* Ability to build and maintain effective relationships with volunteers and communities.
* Good interpersonal skills, including the ability to liaise with a wide range of contacts and build and maintain effective working relationships within the company and with external stakeholders.
* Demonstrated knowledge of community development principles and practices.
* Excellent facilitation skills.
* Ability to advise, inform, motivate, and support individuals, community groups and a wide range of organisations.
* Excellent communication skills (written & verbal) required with the ability to confidently provide information and guidance to individuals and community groups.
* Be highly motivated, a self-starter, with the ability to work independently and in a team setting.
* Strong organisational skills, ability to organise complex workloads.
* Experience of working in a target-based environment and meeting strict deadlines.
* Experience in working in a busy environment with the ability to prioritise and manage your own day.
* Excellent IT skills and experience of Microsoft 365 applications.
* Good level of data processing and data entry experience.
* A full clean driving licence and access to a car for work purposes.
* Advocacy and networking skills
 | * Experience of dealing with private sector, community, and voluntary organisations.
* Experience of dealing with funding agencies and making quality applications.
* Working knowledge and experience of the use and application of Charities Governance Code.
* Experience in the development of policies and procedures in a community setting.
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| Other requirements | * Commitment to the purpose of NTDC and to work within the values, policies, and procedures of the organisation.
* To always act consistently in a professional manner.
* To participate in regular supervision with your line manager.
* Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours is expected with youthwork.
* Identify training needs with your line manager and participate in training opportunities appropriate to the role.
* Fluent in English (written and oral).
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**Terms and Conditions on Employment**

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| **Garda Clearance** | The successful applicant must undergo and secure Garda Vetting through the NTDC Policy |
| **Contract**  | The Project Worker will be employed by NTDC on a Fixed Term Contract until 31st of December 2025It must be understood however, that if the position becomes redundant at any time during the period of the contract or if the funding for the post is discontinued the employment may be terminated. |
| **Probation** | The following probationary provisions shall apply:1. There shall be a period after such appointments takes effect during which such persons shall hold the post on probation.
2. Such period shall be nine months, but the CEO may at their discretion extend such period.
3. Such persons shall cease to hold the post at the end of the period of probation unless during such period the CEO has certified that the service of such persons is satisfactory.
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| **Health** | A candidate for and any person holding office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. |
| **Character** | Candidates for and any person holding the office must be of good character. References will be sought prior to job offer being made.  |
| **Competition Selection Process** | Short-listing may be carried out on the basis of information supplied in your Cover Letter & CV. The criteria for short listing are based on the requirements of the post as outlined in the ‘essential qualifications for the post’ and the core skills / competencies section of the job specification. Therefore, it is very important that you think about your experience considering those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. A panel may be formed from which future positions may be filled. |
| **Salary Scale** | €34,540 - €53,056, The successful applicant will be offered a salary commensurate with qualifications and experience.  |
| **Hours of Work** |  35 hours per week. Ability to work evenings and some weekends is essential.  |
| **How to Apply** | Please complete the Official Application Form. They are available by contacting Kate Madden at kmadden@ntdc.ie or the NTDC website at [www.NTDC.ie](http://www.NTDC.ie)  |

