

Title	Empowering Communities Project Coordinator
Status	Permanent, subject to funding. Fulltime with occasional evening/ weekend work
Location	Ballymun
Reporting to	Community Development Programme Manager
Salary	DNP Officer Level 2 scale (€34,133 - €51,980) (at a point that is commensurate with qualifications and experience)

The Empowering Communities Programme (ECP) will use a Community Development approach to address social exclusion and the impact of poverty. The ECP aims to empower local communities to craft their own responses to area-based poverty, social exclusion and the resulting consequences with the support of the relevant LCDC.

### **Duties of the Role**

The role focusses on supporting communities in Finglas South B and Cabra West B Electoral Divisions and will entail performing the following duties:

#### **Empowering Communities Project Management**

- Co-ordinating the overall work of the ECP and monitoring delivery against targets
- Overseeing the day-to-day general administration of programmes and ensuring it meets DNP and the funder's requirements.
- Oversight and management of project budget
- Generating reports, analysis, evaluations and funding proposals on an agreed basis.
- Working closely with the Community Development Programme Manager to ensure ongoing development of the ECP in line with identified needs and funding priorities
- Line management and supervision for ECP team members including performance appraisals.
- Developing and implementing a training plan to ensure that ECP staff can access appropriate training opportunities.
- Convening the ECP committee comprised of the DNP CEO, Community Development Programme Manager, Education and Wellness Programmes Manager, Social Prescribing, Education and other relevant staff members.
- Developing mechanisms for evaluation of impact.
- Identifying and documenting, through consultation and research, gaps in the provision of supports and services for people living in the 2 Electoral Areas.
- Developing appropriate responses to identify gaps and needs.
- Liaising with other Local Development Companies delivering ECP and keeping up to date on national developments.
- Promoting, coordinating and administering the DNP ECP Grant and ECP financial supports for Capacity Building initiatives.

#### **Community Development**

- Acting as a link person at local level to facilitate the development of effective community fora and networks involving local people, relevant statutory agencies and local groups.
- Promoting target group participation in LCGs and the wider civic, social, and economic life of the community.
- Referring members of LCGs/target groups into services and supports provided by DNP and other organisations
- Initiating pre-development work with key target groups/LCGs as required.
- Cross-departmental activities
- Participating and representing DNP as required on relevant fora as appropriate.

- Participating in Health and Safety team/s within the organisation.
- Participating in the individual, team and organisational development of the staff and the Company.
- Implementing Professional Standards and Code of Ethics for the Company.
- Undertaking other duties and responsibilities as may be assigned in agreement with the Community Development Programme Manager where such requests are reasonable.

## Person Specification

A 3<sup>rd</sup> level qualification in disciplines such as Social Science, Community Development or equivalent and at least 3 years professional experience working in a non-profit organisation.

The ECP Project Coordinator should be able to demonstrate experience in the following:

- Project Management
- Knowledge of Governance/Boards of Management, function, and roles, in the not-for-profit sector.
- Knowledge of the needs of non-profit organisations/Local Community Groups (LCGs).
- Experience in providing support in areas of training and governance for LCGs.
- Group work experience at all levels of group development.
- Developing and writing funding proposals.
- Experience in training design and delivery.
- A record of planning, achievement, and implementation
- Be a passionate innovator, creative and forward thinking
- Able to work in a self-directed dynamic manner, and to develop good working relationships with all stakeholders
- Appreciative of the main social, economic, and environmental issues currently affecting the sector.
- Able to conduct themselves in a way that is credible to all stakeholders and through engagement command confidence and respect.

The candidate should be:

- Fair, impartial, and open to new ideas and information possession of excellent written , oral communication, facilitation, and presentation skills.
- Information technology literate in dealing with MS Office and communication software

## Competencies

The Empowering Communities Programme Project Coordinator should be:

- Appreciative of the main social, economic, and environmental issues currently affecting unemployed people in particular.
- Able to work in a self-directed dynamic manner, and to develop good working relationships with all stakeholders and through engagement, command confidence and respect.
- In possession of excellent written, oral, facilitation and presentation skills.
- Information technology literate in dealing with MS Office and communications software.

