

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 3rd 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.



Ríaltas na hÉireann
Government of Ireland



An Roinn Forbartha Tuaithé
agus Pobail agus Gaeltachta
Department of Rural and Community
Development and the Gaeltacht



Cóisí um Phobal Inbhit Áitiúil
Chathair Béal Feirste Chúch
Local Community Development
Committee