

**Introduction:** Community development is central to the work that we do with the goal of having empowered, thriving and flourishing communities across Inishowen. Central to this is the value of: -

- community participation and leveraging the capacity within communities
- supporting individual and community engagement and participation
- robust local collaborations
- support for appropriate active citizenship, complimenting the work that we are engaged to do
- training, education, employment and development opportunities as key drivers in creating self-sufficient vibrant communities
- equality of opportunity and social inclusion - prioritising those in social or economic disadvantage and those who are rurally isolated

In line with our commitments to people, place and progress, as a responsive organization, and to our duty of care to clients, staff and volunteers, Inishowen Development Partnership (IDP) is recruiting for a new position to join our dynamic and committed team. Working with the Team at IDP this position will prioritise our work in:

- Network coordination and development
- Community consultation and engagement
- Collaborative approaches and alliances

**Main purpose of job:** The role of the Community Links Officer is another core role within IDP, focusing on encouraging participation by community groups and activists, to engage and action changes needed and tackling the challenges that face their community. The role will support network development, creative responses and collaboration, and explore opportunities for peer support and learning. This will help to mobilise resources and communities and influence systems, develop and enhance relationships among stakeholders, and serve as catalysts for changing policies, delivering programmes, and highlight best practices.

It is about supporting communities to bring about social change and improve quality of life. As a Community Links Officer, you will work with individuals, families or whole communities creating opportunities to:

- identify their assets, needs, opportunities, rights and responsibilities
- plan what they want to achieve and take appropriate action
- develop activities and services to generate aspiration and confidence

As an agile, dynamic and progressive organisation, IDP is adapting their team to ensure we underpin our people-centred approach. We are looking for a dedicated and experienced Community Links Officer, to assist community groups and individuals to bring about solutions to issues in the locality whether that be issue based or area based in Inishowen. Your role will frequently involve addressing inequality and social exclusion and the projects you work on will

often be in communities perceived to be culturally, economically or geographically disadvantaged

Although based in Buncrana IDP, the role includes an outreach service covering the wider Inishowen area. Reporting to the Board and the Joint CEO, this role will work with our Community Development Team, ensuring that emerging needs are identified and planned for and community groups needs are responded to in a timely and effective way.

**Duties:** The Community Links Officer Working with community groups providing a range of activities and develop appropriate networks for engaging relevant stakeholders. This will include:

- Plan and deliver creative and engaging consultation events and activities, to listen, understand and gather information from a diverse range of people on local needs and issues thus identifying assets and capacities that are latent within communities
- Building capacity that allows the community to share knowledge and resources effectively, setting up new supports by connecting with interested groups.
- Gather data and information continuously and comprehensively from multiple sources, utilising a variety of methods to accurately inform report writing, capture case studies and support recommendations for change with the wider team
- Support the development of representatives to voice the needs of target groups and disadvantaged communities to policy makers at local, county and national level
- Identifying and supporting groups with funding applications as appropriate
- Attending relevant meetings as requested by the CEO
- Presenting verbal and written reports to management and the Board.
- Work in co-operation with other team members, adhering to all policies and procedures.
- Undertake quality proactive and reactive media work, including liaising with other team members on Facebook, Twitter, and YouTube, to maximise usage and content

To be successful as a Community Links Officer, you should be knowledgeable of community development, key issues and challenges facing marginalized and disadvantaged communities, and community engagement principles and practice. Ultimately, you should be able to build rapport with groups and agencies alike and demonstrate excellent organisational, analytical, and problem-solving skills. The following outlines some of the areas of work expected from the role:

- Work on projects tackling specific issues (e.g. mental health, disability, Carers) - with SICAP target groups e.g Migrant Families, People with disabilities and their carers, Disadvantaged Communities, the Long-term unemployed, Travellers, Families with young children, Ethnic Minorities, Substance Misusers.
- Seek to actively engage communities in making sense of the issues which affect their lives setting goals for improvement and responding to problems and needs through empowerment and active participation ensuring that local people have their say
- Identify community skills, assets, issues and needs and help to raise public awareness on issues relevant to the community
- Individually and as part of the wider IDP staff team, build well-grounded networks into local agencies, to manage the realisation of the progression route ensuring that the relevant agencies provide the necessary progression steps and build links with other groups and agencies while playing an advocacy role

- Develop new resources in dialogue with the community and evaluate existing programmes
- Support fundraising in the community and identify and pursue sources of funding for the organization to deliver on complementary actions
- Guide groups on good governance and compliance with Charities Regulator where appropriate
- Plan, attend and coordinate meetings and events encouraging participation in activities
- Oversee the management of a limited budget
- Update and maintain accurate records and reports for Management, Board and Funding Bodies.
- Make internal referrals to relevant SICAP supports and other IDP programmes and to wider external programme supports and providers
- To work with employers in relation to their recruitment needs, identifying suitable candidates and processing applications to employers
- Maintain IDP's and other Customer Relationship Management (CRM) systems, as directed.
- Maintain caseload records and build a case-study portfolio and general statistical information.
- Undertake other administrative duties and responsibilities as may be assigned in agreement with the CEO and/or Board of Management.

**Person Specifications:** This role will require a wide range of abilities and skills including: -

- Commitment to and understanding of working within a community organisation in an inclusive manner
- High motivation, positive disposition and flexible attitude in response to organisational change and development and an understanding of how both the community and voluntary and the public sector works
- Methodical and diligent with outstanding planning abilities
- An ability to think strategically about the information that will help stakeholders make informed decisions and to communicate the value of this information effectively including research and report-writing skills, and the ability to interpret or present data
- Strong advocacy and networking skills including interpersonal and team-building skills
- A positive motivational mindset and an inclination for problem-solving
- A team player
- Strong verbal and written communication skills including good listening skills

**Experience and knowledge of:** -

- Community Development Principles and Practice
- Database and spreadsheets
- Report writing and excellent writing skills
- Grant writing

	Essential	Desirable
<b>Knowledge and Skills</b>		
QQI Level 8 in relevant third level qualification -Community Development, Social Sciences or a related field plus 3yrs similar experience	✓	
Knowledge and experience of the sector, 3+ years including sound knowledge of community and voluntary sector	✓	
Knowledge of statutory agency provision and opportunities, community education and knowledge and understanding of g of the community and social issues factors impacting on target groups	✓	
Knowledge of socio-economic and demographic trends in the Inishowen & Donegal area	✓	
The ability to work in a non-judgmental, sensitive, empowering way and a positive attitude with compassion and the ability to empathise with people's life experiences maintaining confidentiality, dignity and respect (life experience and language skills can be an aid to this role and help you make important connections with those you are helping).	✓	
Flexible, creative with the ability to adapt to a changing and challenging environment	✓	
Excellent organisational skills, including the capacity to manage complex tasks, work independently and work to deadlines	✓	
Strong IT skills- proficiency in all Microsoft Office applications and ability to present data in a range of formats and to various audience.	✓	
Digital/Social Media experience	✓	
Experience in design or implementation of CRM and/or Database Management		✓
<b>Experience</b>		
At least 3 years experience, in a community or local development setting	✓	
Experience in working with people /clients in a one-to-one setting	✓	
Experience of facilitating networking sessions with diverse groups	✓	

Experience of writing documents, in an accessible format, to publication standard		✓
<b>Competencies</b>		
<i>Adaptable and Responsive</i> - pays attention to detail and searches for solutions	✓	
Demonstrate good IT skills and Public Relations experience	✓	
<i>Collaborative</i>		
Develops positive relationships with others internally and externally to achieve goals	✓	
Shares information effectively and frequently	✓	
<i>Leadership</i>		
Provides feedback and encouragement to others and supports problem solving	✓	
Implements suggestions for improvement and takes accountability for own performance	✓	
<i>Communication</i>		
Excellent verbal and written communication skills	✓	
<i>Planning and Innovation</i>		
Identifies clients and stakeholder needs and develop ideas on how to meet them	✓	
Develop funding proposals to source additional programmes suitable for clients	✓	
A full current clean driving licence and access to a car is essential	✓	
Evening and/or weekend work may be required	✓	

**How to Apply:** Please complete the **official application form** and send, accompanied by an up-to-date **CV** and a **cover letter** outlining why you would like to join our team to [enquiries@inishowen.ie](mailto:enquiries@inishowen.ie) stating clearly that it relates to the 'IDP Community Links Officer' role.

Closing date for applications: Tuesday April 13<sup>th</sup> 2021 at 12 noon.

All applicants should note that the *proposed* interview date via Zoom will be in the week beginning April 19<sup>th</sup>, 2021.

Salary scale for this position is €34,939 pro rata. Shortlisting will apply and a panel may be formed.

*Inishowen Development Partnership is an equal opportunities employer and welcomes applications from all sections of society. The appointment is subject to normal recruitment procedures including Garda/Police Vetting.*



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**2040**

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