

Social Enterprise & Community Development Officer – (Full-time)

Community development and capacity building are integral to the work that we do with the goal of having empowered, thriving and flourishing communities across Inishowen now and into the future. 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 Social Enterprise & Community Development Officer under our SICAP (Social Inclusion Community Activation Programme).

Main purpose of job: The Social Enterprise & Community Development Officer will be responsible for designing, developing and delivering integrated supports to clients (Community Groups, individuals & businesses), across a range of social inclusion initiatives, projects and programmes, throughout the Inishowen Development Partnership area, in line with the company's core People, Place Progress strategy and Envision consultation series. Based in the IDP Buncrana Office, the job holder will report to Inishowen Development Partnership's (IDP) Joint CEO and the Board of IDP.

The duties of the Social Enterprise & Community Development Officer will include:

Work as a team member in delivering on the efficient day-to-day running of the Social Enterprise & Community Development work within IDP; building on the IDP EnVision Inishowen Series, planning and delivering priorities on local needs and issues, continuing to develop assets and capacities within our communities

- Initiate and support community-led initiatives in the areas of social enterprise, community development and enhancement, environment, employment creation, enterprise and sustainability
- Develop, facilitate and drive strategic collaborative partnerships and networks focused on developing targeted responses to identified social inclusion and economic development needs; Building awareness and understanding
- Provide support to communities to undertake Community Socio-Economic Planning processes, which may include leading, participating in, or assisting with various elements of the process
- Applying a broad range of community development engagement processes and practices to assist IDP and the Inishowen community to identify and implement local priorities and a focus on working with the most marginalised
- Support the local social enterprise network (ISEN) and community groups, individually and collaboratively, with the preparation of applications from the full range of available sources;
- Engage with a wide range of stakeholders, funders, and policy fora on behalf of IDP at regional, cross-border and national level building awareness, understanding and supports of the role and value of the SE sector; Identify and develop appropriate responses to gaps in supports, skills and services within the Inishowen area;
- Urban Outreach programme (Buncrana) - Building relationships and networks with residents and community groups to encourage their participation in local activities and projects, with particular emphasis on hard to engage /disengaged residents to strengthen civic participation and project development
- Lead and engage in outreach activities to support communities, community groups and targeted individuals to access and participate in appropriate, relevant activities and initiatives, collective action, across broad-based community development and more targeted social inclusion focused activities;
- Assisting skills development of potential community leaders, volunteers, community groups and local representative working groups (committee) members
- Coordinating and delivering pre-developed training programmes for individuals in local communities including the development of the skills and capacity within the management and staffing structures of community organisations relating to governance and management best practice.
- Achieve and report on key programme indicators, as required including monitoring and groups engaged with; Monitor inputs, outputs, outcomes and impacts including satisfaction levels of individuals through data collection, reports, case studies and by any other means which may be required by the company and/or programmes; prepare and update client and group records in adherence with use and data protection policies

- Anticipate opportunities and develop innovative project ideas, proposals and applications including exploring and developing opportunities for complementary funding for promotion of community and social enterprise development activities and supports for the client groups.
- Disseminate information and create awareness to improve knowledge and uptake of the range of finance and other supports available to communities to implement their ideas;
- Participate in and comply with all company actions and activities relating to continuous improvement, such as the Q Mark, the Governance and any other continuous improvement processes implemented by the company;
- Preparing reports on programme activities and actions as requested by the Board and CEO
- Ensuring that confidentiality is always maintained

Essential Criteria

- A minimum of a BSc/BA in Social Enterprise, Community Development, Business, Social Science or related field
- Knowledge and experience of the social enterprise, community, and voluntary sector, ideally 3+ years
- Dynamic interpersonal and communication skills, including the ability to network, liaise and negotiate with local groups and agencies and to form positive working relationships with local community group committees, stakeholders, and funders.
- Experience of work in Social Enterprise & Community Development and knowledge of:
 - Social Inclusion Initiatives
 - Local & National developments and supports for Social Enterprises
 - Business development and sustainability
- Excellent report writing skills and presentation skills – Business /Strategic/Community/Social Analysis, Profiling & planning
- Strong understanding of community-based approaches to tackling social, economic and cultural exclusion in line with Community Development principles and knowledge of social exclusion and the issues affecting IDP's target groups.
- Demonstrate a commitment to human rights and social justice, and work from an anti-racist perspective
- Organisational skills & experience to plan and manage promotional and networking events
- Highly motivated and committed to working as part of a team as well as on own initiative
- Demonstrate good IT skills and Public Relations experience
- Demonstrate budgetary and grant writing experience
- A full current clean driving licence and access to a car is essential
- Evening and/or weekend work may be required

How to Apply: Applications only on IDP's official application form to enquiries@inishowen.ie stating clearly that it relates to the 'Social Enterprise & Community Development Officer' role. Only those who complete the official application form will be considered for the position. Closing date for applications: **Thursday, February 17th at 1pm**. All applicants should note that the proposed interview date is Tuesday, March 1st via zoom.

Salary scale for this position is €35,977 per annum pro rata.

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

