

## JOB DESCRIPTION

### **Job Title: Development Officer – with specific responsibility for Community Development (DO2)**

Reports to: Joint CEO (IDP) and SICAP Team Lead

**Duration of Contract:** The post will be offered initially on a fixed term contract until December 2028, subject to satisfactory completion of a 3-month probationary period. Continuation will be subject to funding for the post.

**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 organisation, 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 Development Officer focuses on encouraging participation by community groups and individuals to address the

challenges and opportunities in 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. It will support the development of enhanced relationships among stakeholders serving as a catalyst for changing policies, delivering programmes and highlighting best practice.

It is about supporting communities to bring about social change and improve quality of life. As a Community Development Officer, you will work not only with groups but with individuals 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

To be successful as a Community Development Officer, you should be knowledgeable of community development, key issues and challenges facing marginalised 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.

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 Development Officer to assist community groups and individuals to bring about solutions 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 disadvantaged.

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

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

- Building on the EnVision Inishowen Series, plan and deliver priorities on local needs and issues continuing to develop assets and capacities 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.

- Co-Ordination of training and support for community groups including for example governance, compliance with Charities Regulator and committee skills
- 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
- Plan, attend and coordinate meetings and events encouraging participation in activities and including attending relevant meetings as requested by the CEO
- Presenting verbal and written reports to management, the Board and relevant funders.
- Work in co-operation with other team members, adhering to all policies and procedures including communications.
- 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 with ability to work on your own initiative as well
- 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 Criteria**

- A minimum of a QQI Level 8 equivalent in Community Development, Education, Business, Social Science or related field

- A minimum of 3+ years experience of the community and voluntary sector and/or social enterprise sector,
- Dynamic interpersonal and communication skills including the ability to network, liaise and negotiate with other local groups and agencies and to form positive working relationships with local community group committees, social enterprises and funders.
- Excellent report writing skills and presentation skills – Business / Strategic/Community/Social Analysis, Sustainability, Profiling & planning
- 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
- Demonstrate budgetary 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 [hr@inishowen.ie](mailto:hr@inishowen.ie) accompanied by an up to date CV and cover letter. Only those who complete the official application form will be considered for the position.

Closing date for receipt of applications: **Monday April 20<sup>th</sup>, 2026 at 12noon**. Shortlisting will apply. Those shortlisted will be notified by email. A panel may be formed.

**Provisional Interview date Wednesday April 29<sup>th</sup> 2026**

*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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