

## JOB DESCRIPTION

### **Job Title: Development Officer – with specific responsibility for Lifelong Learning & Enterprise 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.

#### **Role Purpose**

The Development Officer will support individuals—particularly those who are long-term unemployed or experiencing disadvantage—to engage in lifelong learning and explore pathways into self-employment or further education and training. The role also supports existing SMEs through the INBusiness Network. This position involves implementing the lifelong learning and enterprise initiatives of the SICAP programme, in line with IDP’s mission, with the overall aim of fostering personal development, entrepreneurship, and inclusive local economic growth.

#### **Key Responsibilities**

##### **Lifelong Learning & Skills Development**

- Design and deliver workshops that build digital literacy, employment readiness, business skills, and confidence in lifelong learning
- Promote and facilitate access to accredited and non-accredited learning opportunities that enhance employability and entrepreneurial capacity.
- Collaborate with education and training providers (e.g., ETBs, Skillnet, SOLAS) to identify and refer clients to relevant upskilling programmes.
- Develop and maintain Personal Action Plans that integrate learning and enterprise goals.

### **Programme Implementation & Client Support**

- Provide one-to-one guidance on business planning, goal setting, and lifelong learning pathways tailored to individual needs.
- Assist individuals in applying for the Back to Work Enterprise Allowance (BTWEA) and Short-Term Enterprise Allowance (STEA), providing guidance as they transition into self-employment or relevant training opportunities.
- Support clients in accessing financial supports (e.g., Enterprise Support Grant, Microfinance Ireland) and relevant upskilling opportunities.
- Codevelop the INBusiness Series to foster collaboration among entrepreneurs and promote continuous professional development.

### **Training & Enterprise Development**

- Coordinate and deliver training programmes including recruitment, budgeting, evaluation, and reporting.
- Co-develop tailored training for SMEs based on employer needs and labour market trends.
- Facilitate INBusiness events on themes such as innovation, sustainability, and digital transformation.

### **Administration & Reporting**

- Maintain accurate records and update reporting systems to track both enterprise and lifelong learning outcomes.
- Prepare business plan summaries and full plans with financial projections for funders e.g. Department of Social Protection, Banks etc.
- Oversee use of the IRIS system, including data entry, monitoring, and reporting on SICAP targets.

### **Operational Responsibilities**

- Ensure efficient day-to-day delivery of SICAP (Social Inclusion Community Activation Programme) Goal 2 activities within IDP.
- Contribute to the achievement of programme targets and milestones in line with SICAP requirements.
- Ensure confidentiality and GDPR compliance in all client interactions and data management.

### **Person Specification**

#### Essential Skills & Experience

- Education: Level 8 or equivalent in Business Development, Education or Community Development
- A minimum of 3 years' Experience working in education or business development
- Experience in enterprise support, adult education, or training delivery.

- Strong knowledge of business planning, self-employment supports, and lifelong learning pathways.
- Excellent facilitation, communication, and interpersonal skills.
- Strong administrative and IT skills, including database and reporting systems.
- Ability to work independently and as part of a Team
- A full current clean driving licence and access to a car is essential
- Evening and/or weekend work may be required

### Desirable

- Familiarity with SICAP, Department of Social Protection (DSP) schemes, and local education and enterprise supports.
- Experience working with disadvantaged or marginalised groups.

### 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*



Rialtas na hÉireann  
Government of Ireland



Arna chomhchistiú ag  
an Aontas Eorpach

Co-Funded by the  
European Union



Social Inclusion &  
Community Activation  
Programme



Coiste um Fhorbairt Pobail Áitiúil  
Dhún na nGall  
Donegal Local Community Development  
Committee

The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development and the Gaeltacht, and the European Social Fund Plus under the Employment, Inclusion, Skills, and Training (EIST) Programme 2021-2027



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



Comhairle Contae  
Dhún na nGall  
Donegal County Council



The European Agricultural Fund  
for Rural Development:  
Europe investing in rural areas



Rialtas  
na hÉireann  
Government  
of Ireland

Tioncatal Eireann  
Project Ireland  
2040

Arna chomhchistiú ag An Roinn Forbartha Tuaithe agus Pobail agus Gaeltachta  
Co-funded by the Department of Rural and Community Development and the Gaeltacht

Ár dTodhchaí  
Tuaithe  
Our Rural  
Future



Arna chomhchistiú ag  
an Aontas Eorpach  
Co-funded by  
the European Union



Registered Charity No: 20067786 CO. Reg. 447893 CHY17949



government supporting communities