

**Finance Capabilities Co-ordinator Finance Capabilities Co-ordinator**

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| **Local Development Project Officer** | |
| **Role Title** | **Local Development Project Officer, Part- time (.4 FTE)** |
| **Status** | **Contract of Employment, Fixed Term Contract to December, 2022** |
| **Location** | **Kish House, Greendale Rd., Kilbarrack, Dublin 5** |
| **Reporting to** | **Local Development Team Leader** |
| **Salary Scale** | **Project Worker Scale Point 1 €32,182 – Point 5 €39,825 (Pro Rata) depending on experience** |

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| **Role Purpose**  This role supports the work of the Local Development Team and contributes to the Social Inclusion Community Activation Programme (SICAP) 2018-2022. This role will work as part of the Local Development Team and oversee the delivery of the Young Community Leaders (YCL)programme. The Local Development Project Officer works to bring local groups together so they can have a voice, share their knowledge and expertise within the community.  **Please note:** that there are a few weekend events and some evening work is required to facilitate the Young Community Leaders Programme, this will be primarily a Tuesday evening during term time. | |
| **Duties of the Role** | |
| **Key Responsibilities** | * Show commitment to the Mission Statement of Northside Partnership and work within the values and policies. * Oversee the delivery of the Young Community Leaders programme for NSP. * Assist the Local Development Team leader in meeting with community and voluntary groups within Northside Partnership catchment area, to create annual work plans and ensure that the work plans proceed as appropriate. * Support YCL peer leaders and tutors, through one-to-one and group contact, training and group meetings. |
| **Communication and Voluntary Support** | * Work with the Local Development Team and community organisations within the area to plan and meet local development goals and challenges. * Provide capacity building mechanisms to local community groups to support them in meeting their annual work plans. * Plan relevant training opportunities for local community groups. * Promote communication and networking between community groups and other Northside Partnership staff / services. |
| **Finance/Budgets** | * Oversee, in collaboration with the Local Development Team Leader and Finance Manager the budget for YCL. * Work with the Northside Partnership’s grant writer to identify and secure ongoing funding for the YCL programme * Submit funding applications to relevant bodies that provide funding towards Programme activities. |
| **Administration** | * Maintain appropriate documentation as required, by collating program participation data, documenting project successes and challenges and uploading information to the database (IRIS) * Convene the YCL steering committee * Provide monthly reports and project updates and findings as requested * Undertake administrative duties, related to the post, as required |
| **Quality** | * Identify training needs with your line manager and participate in training opportunities appropriate to the role. |
| **Additional Duties** | * Represent NSP on committees and at external meetings where appropriate. * Contribute to workplace health and safety |
| **Person Specification**  Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is likely that the person appointed will demonstrate a genuine commitment to Northside Partnership’s ethos and vision. Northside Partnership is committed to implementing an Advantaged Thinking approach which focuses on identifying, developing and investing in skills, capabilities and assets of the people we work with. The successful candidate will ideally have the skills and attributes as detailed below.  The Local Development Project Officer should have relevant qualification or experience and be able to demonstrate this experience and expertise in the following areas: | |
| **Qualifications** | A third level qualification and or practical experience in a similar type role is required. |
| **Essential Skills** | * Have worked previously in a local community and/or voluntary setting * Demonstrated ability to work in collaboration with multidisciplinary stakeholders * Demonstrated high level written and verbal communication skills * Strong organisational skills and ability to manage multiple tasks * Demonstrated broad knowledge and understanding of policy and practice in the area of the social inclusion   The ability to perform analysis to support service development |
| **Desirable Stills** | * Knowledge of the IRIS system is a distinct advantage * The ability to be flexible and creative in a changing environment |
|  | * Good leadership, motivational and organisational skills * Ability to listen and relate to people from a wide range of backgrounds and have an awareness of services within the catchment area. * Demonstrated ability to work within a community / voluntary setting in a manner that is welcoming, flexible in a professional but informal manner. * He/she should also have excellent interpersonal skills and the ability to work effectively with other staff members, community, statutory and social partners and with disadvantaged members of the community. * Excellent written and oral communication skills including report writing. * Demonstrated ability to work in a team * Effective time-management skills and the ability to multi-task * Do this work in a manner that is welcoming, professional, friendly, flexible / informal. |

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| **Terms and Conditions of Employment** | |
| **Location** | Northside Partnership, Kish House, Greendale Road, Kilbarrack, Dublin 5. |
| **Salary** | Project Work Scale - Subject to Experience |
| **Contract Type** | This is a Fixed Term Contract to December 2022, renewal of this contract following this date is subject to the continuation of funding. |
| **Annual Leave** | 22 working days (pro rata) exclusive of public holidays with one additional day awarded after each year of service up to 25 days. 30 Days having completed 10 years’ service |
| **Travel & Subsistence** | Travel and subsistence will be paid at public sector rates |
| **Probation** | A probationary period of six months will apply |
| **Interview date** | Please note date of interview if shortlisted – **8th July 2020**: during COVID-19 interviews will take place through video call. |