

<b>SICAP Local Development Coordinator – Part-time Job Description and Person Specification</b>	
<b>Job Title:</b>	<b>Northside Partnership – SICAP Local Development Coordinator</b>
<b>Status:</b>	<b>Permanent Contract - Subject to continued SICAP Funding</b>
<b>Salary:</b>	<b>Coordinator's Scale – will commence between Point 1, €31,224 to Point 8, €39,756 depending on experience. The salary noted is the pro rata salary based on a .8FTE (4-day week)</b>
<b>Location:</b>	<b>Kish House, Greendale Rd, Kilbarrack, Dublin 5</b>
<b>Reporting to:</b>	<b>Director of Services</b>
<b>About Northside Partnership:</b>	<p>The Northside Partnership is a Local Development Company working with individuals and communities in northeast Dublin to bring about positive changes in their own lives and in the lives of their community.</p> <p>A registered Charity, we work to improve opportunities for people experiencing poverty and disadvantage and offer a range of programmes and services to support individuals, local organisations and communities across the Northside Partnership catchment.</p> <p>Our key beneficiaries include long-term unemployed people, early school leavers, those living with addiction issues, families experiencing disadvantage, lone parents and people living with disabilities.</p> <p>We offer a range of services from four different locations. These services include the Local Area Employment Service, Tús Community Work Placement Programme, support for micro and social enterprise, education and career guidance, family support, and governance and capacity building support for local community and voluntary groups.</p> <p>Our work is funded by the Irish Government, charitable organisations and private sources.</p> <p>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.</p>
<b>Purpose of the Role</b>	In implementing Northside Partnership's Integrated Services response, the Local Development Coordinator works in partnership with other teams and supports Northside Partnership and across the wider community to support those most at risk of poverty and social exclusion.

	<p>This work is underpinned by a Community Development approach and seeks to build coalitions of like-minded groups and stakeholders in promoting social inclusion and in addressing poverty and inequality.</p> <p>In recognising the critical importance Local Community Groups play in building a more just and equitable society, the role seeks to support groups in their work and in promoting interagency collaboration. This role includes overseeing and developing training and capacity building supports for LCGs in areas that are pertinent to their needs and in providing essential services and supports to vulnerable cohorts within the Northside Partnership catchment.</p>
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<b>General</b>	<ul style="list-style-type: none"> <li>• Show commitment to the Mission Statement of Northside Partnership and work within the values and policies.</li> </ul>
<b>Community and Voluntary support and development</b>	<ul style="list-style-type: none"> <li>• Promote interagency collaboration and partnership in addressing the needs of individuals and communities at risk of poverty and social and economic exclusion.</li> <li>• Work with local community and voluntary groups both individually and collectively to identify areas of mutual interest and support them in achieving their social purpose.</li> <li>• Coordinate the local development team to ensure that community and voluntary groups within Northside Partnership's catchment area are met and supported to create annual work plans.</li> <li>• Coordinate with the local development team to ensure that agreed work plans proceed as appropriate and are reviewed regularly.</li> <li>• Build the confidence and the capacity of groups by planning regular training in consultation with them.</li> <li>• Provide agreed capacity-building mechanisms to support community and voluntary groups in achieving their social purpose and in completing their annual plans.</li> <li>• Have a flexible/ open approach to the work in response to organisational change, development and review of good practice.</li> </ul>
<b>Northside Community Forum</b>	<ul style="list-style-type: none"> <li>• Act as Secretariat to the Northside Community Forum</li> <li>• In conjunction with the Steering Group and Chairperson coordinate full forum meetings by identifying themes, organising venues, speakers, invitations etc. Keep attendance and membership records</li> </ul>
<b>Planning and Reviewing</b>	<ul style="list-style-type: none"> <li>• Develop an annual work plan in conjunction with the local development team.</li> <li>• Host regular local development team meetings.</li> <li>• Contribute to mid-year and annual review reports.</li> </ul>
<b>Human Resource Management</b>	<ul style="list-style-type: none"> <li>• Provide support, supervision and leadership to the Local Development Team through individual support meetings and team events.</li> <li>• Conduct annual performance reviews to identify training and development needs of staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop and implement a training plan to ensure staff can access appropriate training opportunities.</li> <li>• Manage the relationship between programme stakeholders and internal staff.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.</li> <li>• Keep regular contact with all community groups who are in the IRIS system by visits/phone/email.</li> <li>• Promote communication and networking between community groups and other Partnership staff/ services and encourage collaboration.</li> <li>• Complete the Annual Communications Plan for the Local Development Team.</li> </ul>
<b>Critical Thinking and Analysis</b>	<ul style="list-style-type: none"> <li>• The ability to understand and analyse the social context and environment in which people live in conjunction with the ability to analyse local demographic information to advocate for service development in the area.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Ensure information is updated in a timely manner to the IRIS system (database system).</li> <li>• Provide reports as requested.</li> </ul>
<b>Quality</b>	<ul style="list-style-type: none"> <li>• Identify training needs with your line manager and participate in training opportunities appropriate to the role.</li> </ul>
<b>Networking and Collaboration</b>	<ul style="list-style-type: none"> <li>• Collaborate with colleagues to support an integrated services approach, ensuring participants receive a holistic service across Northside Partnership's service offerings.</li> <li>• Liaise with relevant agencies and service providers and be willing to engage in interagency projects for the local community.</li> <li>• Encourage local community groups to network with the Northside Community Forum members and with other agencies in order to enhance their services.</li> <li>• Support existing areas of collaboration such as 'Get the Message Out' and Belmayne/ Clongriffin Network.</li> <li>• Identify gaps in existing service provision and work collaboratively to address same.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• In conjunction with the Finance Manager and the Director of Services, agree and manage the project budget allocations and annual plans.</li> <li>• Ensure that the funding provided by the funder is administered and controlled in accordance with their guidelines.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Actively contribute to workplace health and safety, and ensure that risk assessments are updated and developed in conjunction with the HR/OHS Manager.</li> <li>• Undertake other duties and responsibilities as may be assigned where such requests are reasonable.</li> <li>• Contribute to Northside Partnership's Communications and Marketing strategies and practices.</li> </ul>

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. The person appointed will likely 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.	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Have worked in a local community / voluntary setting to develop a similar role.</li> <li>• Demonstrated ability to lead in developing collaborative responses to community needs and in working with diverse stakeholders including community and statutory organisations.</li> <li>• Demonstrated high-level written and verbal communication skills.</li> <li>• Strong organisational skills and ability to manage multiple tasks.</li> <li>• Demonstrated broad knowledge and understanding of policy and practice in the area of social inclusion.</li> <li>• Have the capacity to present key policy ideas and design service models in conjunction with the Director of Services.</li> <li>• The ability to perform analysis to support service development.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• The ability to be flexible and creative in a changing environment.</li> </ul>
<b>Personal Attributes</b>	<p><b>The person should have the ability to:</b></p> <ul style="list-style-type: none"> <li>• create strong relationships, foster trust, and facilitate idea-sharing to cultivate a harmonious work environment.</li> <li>• listen and relate to people from a wide range of backgrounds and have an awareness of services within the catchment area.</li> <li>• to work within a community / voluntary setting in a manner that is welcoming, and flexible in a professional/empathetic but informal manner.</li> <li>• work with and lead a team and have the ability to delegate work across the LCD team.</li> </ul> <p><b>The person should have:</b></p> <ul style="list-style-type: none"> <li>• have excellent interpersonal skills and the ability to work effectively with other staff members, community, statutory and social partners.</li> <li>• excellent written and oral communication skills including report writing.</li> <li>• effective time-management skills and the ability to multi-task.</li> </ul>
	<p><b>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</b></p> <p>The successful candidate will undertake on-the-job training/continuous professional development to carry out their duties effectively.</p>

Terms and Conditions of Employment	
<b>Location</b>	Northside Partnership, Kish House, Greendale Road, Kilbarrack, Dublin 5.
<b>Salary</b>	Northside Partnership's Coordinator Scale: Commencing between Point 1. €31,224.80 and Point 8. €39,756 (this is the pro rata salary based on a FET .8, point on scale is dependent on experience)
<b>Contract Type</b>	This is a Permanent part-time 28-hour contract subject to the completion of a successful probationary review and continued SICAP funding for the role.
<b>Annual Leave</b>	22 working days exclusive of public holidays with one additional day awarded after each year of service up to 25 days. 30 Days having completed 10 years of service.
<b>Travel &amp; Subsistence</b>	Travel and subsistence will be paid at public sector rates.
<b>Probation</b>	A probationary period of six months will apply.
<b>Pension</b>	Northside Partnership operates a defined contribution group pension scheme. Employees have access to the scheme on successful completion of their six-month probationary period.