



Pobail le Chéile CDP clg

Community Development Coordinator

Job Description

Terms and Conditions

Job Title:	Community Development Coordinator
Employer:	Pobail le Chéile CLG
Contract:	12 months (subject to a 3 -month probationary period). This may be extended or reduced subject to continuation of funding. The contract will be a fixed term contract of Specific Purpose
Hours:	Fulltime/5 Days per week
Location:	Falcarragh Co. Donegal
Responsible to:	PLC Board of Directors

The role of the Community Development Coordinator will be to implement the CDP work plan for 2022 in conjunction with the Voluntary Board of Directors, staff and volunteers. To ensure that the overall aims and objectives of Pobail le Chéile are achieved by implementing, developing and managing innovative and effective community initiatives. The Coordinator will be responsible for all aspects of project management.

The Coordinator will use community work approaches and methodologies based upon the All Ireland Standards for Community Work.

This post will work directly with local communities, organisations and agencies across the Cloughaneely area and relevant networks across Donegal through visits, IT and online platforms and will involve face to face work and group work.

General Duties

1. To coordinate and oversee the development and implementation of the overall project in close collaboration with the staff team and PLC Board of Management.
2. To develop participatory research approaches and develop assessments of local needs, gaps in services and programmes with the aim of helping to develop a new Strategic Plan for the organisation.
3. To provide effective and efficient management of resources, premises, equipment and materials ensuring a high standard of health and safety in all premises and general compliance with company policies.
4. To oversee the recruitment, induction, training and supervision of staff, scheme participants and volunteers.
5. Develop and coordinate the delivery of community development initiatives, identify and secure funding supports and build community participation based on local needs and the project work plan.
6. Work with the PLC Board to further build their capacity and to implement and oversee their governance responsibilities.
7. To liaise and network with community, voluntary and statutory organisations as prioritised by the Board of Directors.
8. Any other duties as agreed and set down by the Pobail le Chéile Board.

Person Specification

The person must:

- Have a third level qualification preferably in the area of Social Sciences, Community Work or Human Rights.
- 3 years experience working in the Community and Voluntary Sector with a minimum of 1 year coordination experience in a community development setting.
- Be able to demonstrate the knowledge, skills, analysis and qualities as a community worker as set down by the All Ireland Standards for Community Work and that are appropriate to the position.
- Good understanding and knowledge of current civil society and state legislation on human rights and equality and of organisations representing groups experiencing inequality and discrimination (both locally/nationally).
- Be familiar with current policies as they pertain to community development and Pobail le Chéile and be able to demonstrate the capacity to engage with policy-makers and contribute to policy development.
- Be able to demonstrate project management skills including monitoring and evaluation.
- Have excellent communication, IT and report writing skills including online social media skills
- Have good interpersonal skills the ability to maintain good working relations within the staff team.
- Have the ability to network and build connections with relevant organisations
- Have experience as a facilitator including a working knowledge of designing, developing and delivering training / workshops.
- Candidates with the capacity to work through the medium of the Irish language will be favoured.

Desirable

- Conflict management, mediation and resolution skills
- Critical social analysis and policy analysis
- Group work skills and the ability to support collective decision-making

Other

The successful candidate must:

- Hold a current driving license with access to transport for the purposes of carrying out this post.
- Undergo Garda vetting

To Apply

Apply in writing with a Curriculum Vitae and cover letter with subject line - Marked for the Attention of the Chairperson to pobailc@gmail.com.

Closing Date for applications is Thursday 20th January 2022 @5pm.

Interviews will be held on Friday 28th January via Zoom

Pobail le Chéile is a registered Charity and Company Limited by Guarantee

Pobail le Chéile is an Equal Opportunities Employer