



Community Development Officer (Part time) – Communities in Partnership Programme

Summary

The aim of the programme is to build progressive partnerships that will deliver meaningful benefit for the wider communities of Lislea Co Armagh and Omeath Co Louth with a particular focus on the shared understanding of post conflict resilience and the intergenerational resurgence, promotion, and celebration of the mediums of the Oriel Dialect and Culture that will enhance synergy of the Cross Border Area.

The successful candidates shall be responsible for the recruitment, development, delivery and reporting of a cross border cross community International Fund for Ireland funded Communities in Partnership Programme targeting Women and the wider Community of the Cooley Peninsula and South Armagh area.

Job Title: Community Development Officer – Communities in Partnership Programme

Duration: This is an 18 month fixed term post starting October 2024

Hours: 20 hours per week (Evening, occasional weekend and residential work is also a requirement of the post).

Responsible To: The manager Omeath District Development CLG

Salary: €19,000

Location: The Dolmen Centre, Omeath, Co Louth and Lislea Community Association, Lislea Co Armagh.

Summary of Main Duties:

- To design and implement a marketing and promotion strategy for the Programme
- Recruit and support women to participate in a series of capacity building and engagement programmes on a cross border cross community basis.
- Recruit and support the wider community to participate in a series of cultural programmes focused on the history, language, music, poetry and social history of The Oriel Dialect.
- Design and coordinate training, capacity building and recreational programmes
- Coordinate and support the administration of a Programme Steering committee
- Liaise with other community groups and support agencies to source opportunities and resources to strengthen the outcomes of the Programme.
- To encourage contact and networking between Programme participants and relevant agencies and to support the development of the Programme and its participants.
- Identify problems and barriers, developing solutions and paths to progress in target areas.
- To organise networking between other projects where appropriate.
- To establish and maintain office systems and procedures for the delivery of the Programme.
- Manage all financial aspects of the project including procurement, claim drawdown and reporting to funders

- Work closely with the Funder (International Fund for Ireland) to monitor project spend and report internally and to the Fund on project spend.
- Oversee the implementation of the Programme, monitor progress and outcomes and compile reports.
- Present applications, Executive Summaries and any other required information to funding bodies.
- To develop policies and procedures and other management systems as required to meet the needs of the Programme.
- Contribution to other strategies, policies and initiatives as appropriate and relevant to the issues being addressed through the programme
- To attend regular supervisory sessions and programme team meetings as and when required and to be involved in other aspects of work related to the Programme as necessary
- Adhere to existing and new policies and procedures of Omeath District Development CLG and Lislea Community Association
- Maintain confidentiality on all matters relating to service users and general centre business
- Develop options for the long term sustainability of the project
- Support events being delivered by the partners that would contribute or enhance the Programme delivery.
- To undertake other duties as requested by the project development manager.

Qualifications and Experience

- Three years + experience of working within a community development role/setting Managing a funded programme addressing Sensitive or Contentious issues, Cultural Diversity, Peace Building, Social Inclusion or Leadership.
- Three years + experience of establishing, developing and progressing excellent working relationships with all project stakeholders including community groups, statutory agencies and/or Government Agencies
- Excellent analytical and problem-solving skills
- Competent communication skills including the ability to communicate orally and in writing in a clear and concise manner, including writing reports.
- Experience of facilitating workshops, meetings and focus groups
- Proven track record of managing budgets
- Strong IT skills including the ability to use IT systems (Microsoft office, Google Apps) to implement, manage and monitor processes and workloads.
- Administrative and organisational skills to include the ability to work independently and to tight deadlines.
- The ability to work well as part of a team.
- A degree or other third level qualification in a related discipline

Applications in the form of Curriculum Vitae and cover letter to be forwarded to:

The Manager
 Omeath District Development CLG
 The Dolmen Centre
 Omeath
 Co Louth
 A91 AE08
 Or by email to: helen.t@dbusiness.ie

Closing date for Applications – Friday 27th September 2024 @4.00pm