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| **Job Title** | Community Link Worker – Community Connection Project |
| **Employer** | North Tipperary Development Company (NTDC) |
| **Reporting Relationship** | Directly to SICAP Manager NTDC and indirectly to SICAP Manager STDC and indirectly to a NTDC/STDC Project Steering Committee. |
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| **Location of Post** | Split based between North & South Tipperary Development Companies |
| **Closing Date for Applications** | Monday 14 April at 12.00 noon |
| **Date of Interviews** | Thursday 24 April |
| **Benefits offered by NTDC** | **Salary:** €36,145 - €53,852 (commensurate with qualifications and experience.)  **Travel expenses:** Travel expenses are reimbursed at public service rates.  **Annual Leave:** 25 days annual leave.  **Pension:** Contributory pension benefits for long term staff.  **Organisation Culture:** Positive working environment and proactive approach to professional development, reflective practice, and supervision.  **Training & Development:** Opportunities to access training relevant to the role. |

**THE EMPLOYER- NORTH TIPPERARY DEVELOPMENT COMPANY (NTDC)**

North Tipperary Development Company (NTDC) is a local development company responsible for the delivery of a range of rural enterprise, social inclusion, and community development initiatives in the Tipperary North County area.

The purpose of NTDC is to act as a voluntary, non-profit making, private limited company with a mission to promote social inclusion, promote economic development, increase employment and enterprise opportunities, and promote wider participation in voluntary activity for the people of the area.

**Project Partner – South Tipperary Development Company**

South Tipperary Development CLG (STDC) is a Community Led Local Development Company. It is a not-for-profit registered charity overseen by a voluntary board of directors representing community, farming, business and state agency sectors. South Tipperary Development CLG supports communities, individuals, families, and small businesses in South Tipperary (Clonmel borough district; Tipperary Cahir, Cashel Municipal District and the Carrick-on-Suir Municipal district), Economic Development, Social Inclusion and Environmental Sustainability are among the key areas of focus for South Tipperary Development.

# THE PROGRAMME

The Community Connection Project (CCP) will use a community development and inclusion approach to address concerns of communities and assist them in developing constructive responses to numbers of International Protection Applicants in their local area.

The Community Link Workers will engage and work with local communities across Ireland over an 18-month period, helping build community resilience against misinformation and prejudice by working with the local community before, during and after the arrival of International Protection Applicants (IPAs) and where IPAs Centres are already in use. The Community Link Worker will work with communities, in accordance with community development practice, to understand the facts and realities of the International Protection System and the challenges faced by people seeking asylum, in the context of communities with their own needs and challenges.

**THE ROLE AND PURPOSE OF THE JOB**

The project will be overseen by the Department of Rural and Community Development and a Community Connector Programme Coordinator who aim to collate information on the multitude of approaches, challenges and other relevant information provided by workers across the country. This data will then be used to inform policy decisions and provide an evidence base for any potential expansions of the programme in future.

The focus of the work will be to directly engage with local communities to understand and tackle challenges and concerns in the context of migrant integration locally. Distinct from other roles operating in this space, the Community Link Workers will engage with residents already living in the local community as their primary focus, rather than providing services and support directly to IP Applicants. The Community Link Worker will do this by utilizing a community development approach to strengthening the capacity of the community to work together and with key voluntary and statutory organisations and structures, with a focus on establishing facts, counteracting misinformation, and working to develop inclusive responses to migrant integration.

**Duties:**

* To maintain an information service for individuals and groups and advise and keep them up to date with relevant issues, supports available etc.
* To work at a local level to directly engage with local communities to understand and tackle challenges and concerns in the context of migrant integration locally.
* To engage with residents already living in the local community as the primary focus, rather than providing services and supports directly to IP Applicants.
* To use a community development approach to strengthen the capacity of the community to work together (and with key voluntary/statutory organisations and structures), with a focus on establishing facts, counteracting misinformation, and engagement on community concerns and working to develop inclusive responses to migrant integration.
* To use media platforms to deliver information to communities and provide factual Department/Agency information to communities. To also develop the content of relevant information for distribution.
* To work alongside the Community Engagement Team of the Department of Children, Equality, Disability, Integration and Youth’s (DCEDIY) along with other key stakeholders, including the Local Authority Integration Teams (LAITS) on work ongoing in the locality.
* To engage with the Community Integration Forum to ensure consistency for communities as well as the best use of resources.
* To engage, when required, with the CCP Co-Ordinator and/or the Department of Children, Equality, Disability, Integration and Youth’s (DCEDIY) Community Engagement Team to ensure work is complementing national Community Engagement efforts.
* To be able to provide both written and verbal information in a confident, concise manner.
* To prepare reports, including research reports, for relevant committees, CEO, Board etc., as requested.
* To ensure all publications and promotional material reference the DRCD.
* To work as part of the wider team and be a flexible team player across the company.
* To always comply with North Tipperary Development Companies policies and procedures.
* To work in a manner which positively promotes the aims, objectives, and values of the organisation.
* To actively participate in regular support meetings with the Social Inclusion Programmes Manager.
* To actively participate in service review meetings and contribute to organisational development, upholding a culture of integrity, equality, transparency, and quality service provision.
* To undertake any duties consistent with the post as may be reasonably requested by the Social Inclusion Programme Manager and through the Social Inclusion Manager by the Project Steering Group.

***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.***

**PERSON SPECIFICATION**

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| **Factors** | **Essential** | **Desirable** |
| Qualifications | Third Level Qualification in Community Development, Rural Development, Social Science, or other relevant discipline (level 7 or 8) |  |
| Knowledge | * Knowledge of migrant integration issues. * Knowledge of theory and practice of the principles of community development work. * Understanding of statutory/voluntary relationships. * Knowledge of current community development initiatives & community development work |  |
| Experience | * A minimum of 3 years’ experience working in the community development sector in a similar role, including community integration work. * Relevant community integration work experience in programme development and delivery. * Relevant experience in needs assessments, group work development, facilitation, and evaluation. * At least three years’ paid experience in working with disadvantaged communities using community development approaches. * Experience of delivering community development approaches, local needs analysis, planning and addressing social exclusion issues. * Experience of communicating complex and frequently developing information in a succinct, easy to understand form. * Capable of liaising with a wide variety of stakeholders and conveying detailed information to relevant parties in a timely manner. * Experience of managing conflict, working with all parties to develop to resolve conflict within diverse communities. |  |
| Core Competencies | * Understanding of project planning, implementation, and evaluation in a community setting * Report writing. * Ability to build and maintain effective relationships with volunteers and communities. * Good interpersonal skills, including the ability to liaise with a wide range of contacts and build and maintain effective working relationships within the company and with external stakeholders. * Excellent standards of accuracy and attention to detail * Social media and content creation skills. * Demonstrated knowledge of community development principles and practices. * Excellent facilitation skills. * Excellent communication skills (written & verbal) required with the ability to confidently provide information and guidance to individuals and community groups. * Be highly motivated, a self-starter, with the ability to work independently and in a team setting. * Effective teamwork skills * Experience in working in a busy environment with the ability to prioritise and manage your own day. * Excellent IT skills and experience of Microsoft 365 applications. * Good level of data processing and data entry experience. * A full clean driving licence and access to a car for work purposes. | * Experience of dealing with private sector, community, and voluntary organisations. * Experience of dealing with funding agencies and making quality applications. |
| Other requirements | * Commitment to the purpose of Local Development Companies’ and to work within the values, policies, and procedures of both organisations. * To always act consistently in a professional manner. * To participate in regular supervision with your line manager. * Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours is expected with youthwork. * Identify training needs with your line manager and participate in training opportunities appropriate to the role. |  |

**Terms and Conditions on Employment**

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| **Garda Clearance** | The successful applicant must undergo and secure Garda Vetting through the NTDC Policy |
| **Contract** | The Project Worker will be employed by NTDC on an 18-month Fixed Term Contract.  It must be understood however, that if the position becomes redundant at any time during the period of the contract or if the funding for the post is discontinued the employment may be terminated. |
| **Probation** | The following probationary provisions shall apply:   1. There shall be a period after such appointments takes effect during which such persons shall hold the post on probation. 2. Such a period shall be nine months, but the CEO may at their discretion extend such a period. 3. Such persons shall cease to hold the post at the end of the period of probation unless during such period the CEO has certified that the service of such persons is satisfactory. |
| **Health** | A candidate for and any person holding office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. |
| **Character** | Candidates for and any person holding the office must be of good character. References will be sought prior to job offer being made. |
| **Competition Selection Process** | Short-listing may be carried out on the basis of information supplied in your Application Form. The criteria for short listing are based on the requirements of the post as outlined in the ‘essential qualifications for the post’ and the core skills / competencies section of the job specification. Therefore, it is very important that you think about your experience considering those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. A panel may be formed from which future positions may be filled. |
| **Salary Scale** | Salary Scale €36,145 - €53,852, commensurate with qualifications and experience. |
| **Hours of Work** | 35 hours per week. Ability to work evenings and some weekends is essential. |
| **How to Apply** | Please complete the Official Application Form. They are available by contacting Kate Madden at [kmadden@ntdc.ie](mailto:kmadden@ntdc.ie) or the NTDC website at [www.NTDC.ie](http://www.NTDC.ie) Completed Application Forms to be submitted to Kate Madden at [kmadden@ntdc.ie](mailto:kmadden@ntdc.ie) Marked Community Link Worker by the 14th of April at 12 noon. |