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Job Description

1. Local Development Organisation Name:  NEWKD

2. Job Title: Ukrainian Development Support Worker

3. Reporting to: Social Inclusion Programme Manager

4. Salary and Benefits: Development worker scale, point will depend on experience

5. Job Purpose: To support Ukrainian refugees who are resident in the area in whether in group or residential accommodation. To be link person on the ground where required and or a support person working with other agencies to ensure that the refuges are receiving the required supports.

**6. Base**: TBD –NEWKD has offices in Tralee, Listowel, Castleisland, and Dingle

**7. Contract**: 34 hours per week. Fixed Term Contract for a period of 12 months, with a possibility of extension beyond this. Flexible working hours including some evening & weekend hours.

# **8.** Duties and Responsibilities:

**Project Initiation and Implementation as per Work Programme**

* To link with refugees as required, assess needs ,listen to issues and respond effectively in a timely manner
* To have an understanding of the rights, entitlements and responsibilities of the refugees and communicate these clearly and accurately
* Building & maintaining links with key agencies
* To ensure confidentiality as regards personal information and ensure that the support work and related information is GDPR compliant
* To conduct the work with an awareness and sensitivity around cross cultural issues

# 9. Budget management and project administration

* To manage budgets for your actions areas as required
* To maintain accurate files for all funded initiatives as per directed by SICAP guidelines and in line with administration procedures in NEWKD.
* To adhere to relevant deadlines and reporting mechanisms for budgetary expenditure.

**Office & Reporting Systems**

* To input into the IRIS system as required
* To produce written reports as required
* To follow all general work administration procedures and policies.
* To produce publicity materials as required

**General Requirements (for all Staff paid by NEWKD)**

* Participate in effective teamwork
* Work flexibly including occasional evenings
* Undertake such personnel training as may be required to keep up to date and fulfill the professional requirements as identified in this job description.
* At all times to adhere to the policies and procedures NEWKD.
* Carry out any other reasonable duties as requested/necessary

**Skills**

* Good writing skills to develop reports, promotional materials etc.
* Ability to plan, organise work and understand planning methodologies
* Good ICT skills such as Word, Canva or similar, digital survey packages, and ability to use digital technologies such as Zoom, Microsoft Teams.