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| **Job Title**  | **Education & Community Development Worker** |
| **Location of Post** | Primarily based in Tralee with possible transit between offices in Castleisland, Dingle, Listowel and Tralee |
| **Contract Term** | Fixed Term Contract for a period up to end-2023 to cover career break, with the possibility extension but not guaranteed. Flexible working hours including some evening & weekend hours. |
| **Gross Salary**  | Development Worker salary scale  |
| **Reporting Relationship** | Report to the SICAP Manager of NEWKD*.*  |
| **Purpose of the Post**  | The primary purpose of the post is to provide supports to help combat educational disadvantage. Educational disadvantage is a key issue which the Social Inclusion Community Activation Programme seeks to address. This post is to address educational disadvantage using a range of supports targeting families and individuals from disadvantaged areas/groups. The post is funded under SICAP which provides funding to tackle poverty and social exclusion at a local level through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies. The post may also involve more general community development work.  |
| **Principal Duties and Responsibilities**  | **Principal Duties** * Develop early intervention supports for students to help combat educational disadvantage examples may include incredible years Programme, Homework Supports.
* Carry out training needs analysis with the communities, groups and individuals that SICAP supports and support education and training for adults
* Organise training relevant to the needs of SICAP communities, groups and individual clients, adhering to procurement and financial guidelines.

**Programme*** Project Initiation and Implementation as per approved programme
* Development and progression of initiatives
* Developing collaborations, building & maintaining links with key agencies

 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 NEWKD staff)*** Participate in effective teamwork including attendance and team meetings
* 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
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| **Eligibility Criteria****Qualifications and/ or experience** | **(i)** A recognised third level qualification in Community development, Local Development, or social sciences, youth work or related area And/or (ii) 5 years or more relevant experience |

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| **Skills, competencies and/or knowledge** | * A good understanding and experience of working in the areas of social inclusion and /or community development.
* An understanding of and commitment to promoting Equality and Human Rights Issues.
* An understanding of Mental Health and Well-being, and the importance of community supports in this area.
* An understanding of the social determinants of health
* Ability to work successfully collaboratively and strong interpersonal communication skills are important as SICAP is highly collaborative.
* Ability work on a person’s own initiative to develop interventions and the analytical ability to assess needs of various groups.
* Ability to take direction
* 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.
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| **Other requirements specific to the post** | * Full driving licence as post will require travel
* Garda Clearance
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