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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 |
| **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. |
| **Other requirements specific to the post** | * Full driving licence as post will require travel * Garda Clearance |