

Dublin City Volunteer Centre: PPN (Public Participation Network) Support Worker (<https://www.activelink.ie/node/108916>)



Job Title: PPN Support Worker

Reporting to: Dublin City Volunteer Centre, which is the host employer, but reporting on a day-to-day basis to the PPN Resource Worker.

Hours / fixed term contract: 28 hours per week (4 days per week)

Remote working & in person (to attend meetings).

Salary: €37, 789 gross per annum/ **Fixed term contract:**

One-year fixed contract

Purpose of Role:

To support the Resource Worker and the Secretariat to continue to develop the Public Participation Network in Dublin City, as an effective structure to promote public engagement, and participation via the environmental, social inclusion and community and voluntary sectors, in accordance with the relevant guidelines.

Key Objectives:

- Help facilitate the participation and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion and voluntary sectors on decision making bodies.
- Assist with capacity building of communities and of the environmental, social inclusion and voluntary groups to contribute positively to the community in which they reside/participate.
- Support the Resource Worker in providing relevant information to the environmental, social inclusion and voluntary groups.

Key Duties:

The key duty of the PPN Support Worker is to support the PPN Resource Worker/Coordinator, in their function in developing the PPN as an effective structure to promote public engagement and participation via the sectors mentioned, in accordance with the relevant guidelines.

The PPN Support Worker will be required to:

- Organise and attend meetings.
- Network and engage with the PPN stakeholders to further the aims of the PPN.
- Assist with the maintenance of the PPN Salesforce database.
- Implement the communications work, including assisting with Facebook and Twitter updates/and contributing to the

weekly PPN Bulletin.

- Respond to the public, and elected PPN representatives about issues pertaining to the PPN
- Develop positive working relationships with the staff and volunteers of Dublin City Volunteer Centre; participate in team meetings, peer learnings and support a culture of continuous quality improvement. Abide by the policies and procedures of Dublin City Volunteer Centre; take direction from the Centre Manager as required and support the values of the Organisation Person Specification
- The Support Worker will be a strongly motivated person, with a commitment to the ideas and values inherent in the work of PPN. This role requires evening work. A Time Off in Lieu system (TOIL) operates.
- (Essential)
- A minimum of one years' experience working in the community and voluntary sector (this can be paid work or volunteering).
- Knowledge and understanding of public participation and the barriers to participation of socially excluded groups.
- Excellent IT, communication skills, administrative and organisational skills.
- Ability to work to deadlines and follow directions.
- Flexibility, enthusiasm, commitment, and an open mind.
- A positive attitude with an ability to work as part of a team, under pressure and to act on own initiative.

Person Specification (desired but not essential)

- Experience using the following: Salesforce, Zoom, Word, Excel with experience of managing a busy email inbox.
- Knowledge and understanding of sustainable development and community planning.
- Experience as a volunteer, activist, or campaigner.
- Experience of working with community and voluntary organisations and voluntary committees

Application Process:

Application is way of an application form which you can download and re-upload here:

<https://forms.monday.com/forms/88885c3ec2216028272bc0a3d279c5c5?r=use1>
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Received applications will be acknowledged via email.

Closing date for applications is: **Wednesday 03 July, 2024**

Interviews will take place online, **on Wednesday 17 July 2024.**

This post is funded by Dublin City PPN, Dublin City Council and the Department of Rural and Community Development.

For further information on Dublin City PPN visit <https://dublincityppn.ie/> (<https://dublincityppn.ie/>)

For more information on Dublin City Volunteer Centre visit <http://www.volunteerdublincity.ie/>
(<http://www.volunteerdublincity.ie/>) Questions or further information on the role, contact Ruth via email info@dublincityppn.ie
(<mailto:info@dublincityppn.ie>) or telephone on 087 630 3050.

Dublin City Volunteer Centre is an equal opportunities employers.

Region

Remote / Dublin

Date Entered/Updated

13th Jun, 2024

Expiry Date

3rd Jul, 2024

Source URL: <https://www.activelink.ie/vacancies/community/108916-dublin-city-volunteer-centre-ppn-public-participation-network-support-worker>