

Galway City Partnership: SICAP Project Officer **(<https://www.activelink.ie/node/110446>)**

SICAP Project Officer

Overview

Galway City Partnership CLG is the Local Development Company for Galway City.

The Social Inclusion and Community Activation Programme (SICAP) 2024- 2028 aims to tackle poverty and social exclusion at a local level through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies.

SICAP is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills, and Training (EIST) Programme 2021-2027.

SICAP is a targeted, holistic programme, for those who are the most disadvantaged and less likely to access mainstream services, which provides supports directly to beneficiaries and links them into existing services.

It is a multi-faceted programme that provides supports to respond to individual and community needs, aiming to ensure that beneficiaries receive quality, tailored supports, while also allowing flexibility to adapt actions to local need. It enables bottom-up approaches within the framework of a national programme which provides targets, performance indicators and requirements.

Role

The role of the SICAP project officer will be to engage with clients and colleagues and partake in assisting activities to support SICAP Goal 2 - Empower Disadvantaged People to Improve the Quality of their Lives.

This SICAP Project Officer will report to the SICAP Programme Co-ordinator.

Key Responsibilities

The core responsibilities of the SICAP Project Officer will be:

- Provide a wide range of holistic supports to address multiple barriers to self-employment including soft skill development for employment (e.g., literacy, numeracy, digital literacy, English language.) and interventions aimed at increasing confidence and self-efficacy.
- Providing lifelong learning opportunities to individuals including targeted training in employment, self-employment and industry focused training and referral to employment and on the job, training offered by other providers.
- Supporting individuals to set up their own business, including training and referral into self-employment services, supporting access to the Department of Social Protection Back to Work Enterprise Allowance.
- Work with clients on a caseload management basis to achieve agreed targets and input relevant data into the IRIS system including the completion of all relevant required paperwork.
- Execute any other additional supports to colleagues and clients when and where applicable as assigned by the SICAP Programme Co-ordinator.

Person Specification

Required:

- A third level qualification (Level 7 or 8) in Community Development, Adult Guidance, Education and Training or other relevant discipline.
- Possesses high levels of emotional intelligence including empathy, understanding and appreciation of the needs and issues of the target groups of the SICAP Programme.

- Effective time management skills and ability to work under time constraints to reach KPI's and other relevant deadlines
- Strong ability to work well both individually with initiative and as part of a team.
- Proficient in report writing with the ability to clearly, concisely and effectively display information for bi-annual and year end reports for management and programme funders.
- IT skills including proficiency in word, excel, PowerPoint and SharePoint or similar applications.
- Experience of working with individuals who are most disadvantaged in society and/or living within disadvantaged communities.

Desirable:

- Experience of working with individuals from a variety of marginalised backgrounds or disadvantaged communities particularly in relation to enterprise start-ups.
- Knowledge of the Department of Social Protection Back to Work Enterprise Allowance.
- Experience of interacting with statutory agencies.

Terms & Conditions of Employment

The contract is for a full-time position for a fixed term of 3 years subject to the continuation of funding, a six-month probationary period will apply.

The working hours will be Monday to Friday, 9am to 5pm (35 hours), however the role may require some flexibility from time to time.

This role will be based in The Plaza Offices, Headford Rd., Galway or other outreach offices.

Annual leave will be 27.5 days per annum pro rata.

Travel and subsistence will be paid at public sector rates.

The successful candidate will be required to provide satisfactory references and Garda Vetting.

How to Apply

Selection will involve shortlisting of applicants for interview based on the criteria for this position as outlined in this job description and person specification.

Please submit your Curriculum Vitae and Cover Letter by email torecruitment@gcp.ie (<mailto:torecruitment@gcp.ie>) by 4pm on the 9th of September 2024.

The interviews for this role will be held on the week beginning 16th of September 2024 (Subject to change).

A panel may be formed from which future vacancies will be filled.

Oifigeach Tionscadail SICAP

Léargas

Is ea Galway City Partnership CLG an Comhlacht Forbartha Áitiúil do Chathair na Gaillimhe.

Tá sé mar aidhm ag an Social Inclusion and Community Activation Programme (SICAP) 2024-2028 dul i ngleic le bochtaineacht agus eisiámh sóisialta ar leibhéal áitiúil trí rannpháirtíocht áitiúil agus comhpháirtíochtaí idir daoine faoi mhíbhuntáiste, eagraíochtaí pobail agus gníomhaireachtaí earnála poiblí.

Tá SICAP cómhaoinithe ag Rialtas na hÉireann, tríd an Roinn Forbartha Tuaithe agus Pobail, agus an European Social Fund Plus faoin gClár Employment, Inclusion, Skills, and Training (EIST) 2021-2027.

Is clár iomlánaíoch spriocdhírthe é SICAP, dóibh siúd is mó atá faoi mhíbhuntáiste agus atá an seans is lú acu rochtain ar sheirbhísí príomhshrutha, a sholáthraíonn tacaíochtaí go díreach do thairbhíthe agus a nascann iad le seirbhísí atá ann cheana féin.

Is clár ilghnéitheach é a sholáthraíonn tacaíochtaí chun freagairt do riachtanais an duine aonair agus an phobail, agus é mar aidhm aige a chinntiú go bhfaigheann tairbhíthe tacaíochtaí ardchaighdeánach, sainoiriúnaithe, agus solúbthacht a chuirfidh

ar chumas ag an am céanna gníomhaíochtaí a oiriúnú do riachtanaisí áitiúla. Cumasaíonn sé cur chuige ón mbun aníos laistigh de chreat cláir náisiúnta a sholáthraíonn spriocanna, táscairí feidhmíochta agus riachtanais.

An Ról

Is é an ról atá ag an tOifigeach Tionscadail SICAP ná dul i dteagmháil le chliaint agus le comhghleacaithe agus páirt a ghlacadh cuidiú le gníomhaíochtaí chun tacú le Sprioc SICAP Uimhir a Dó - Daoine faoi Mhíbhuntáiste a Chumasú chun Feabhas a Chur ar a gCuid Caighdean Beatha.

Tuairisceoidh an tOifigeach Tionscadail SICAP don Chomhordaitheoir Chlár SICAP.

Príomhfhreagrachtaí

Is iad seo a leanas príomhfhreagrachtaí an tOifigeach Tionscadail SICAP:

- Réimse leathan tacaíochtaí iomlánaíochta a sholáthar chun aghaidh a thabhairt ar bacainní ar féinfhostaíocht, lena n-áirítear forbairt ar scileanna boga don fhostaíocht (m.sh., litearthacht, uimhearthacht, litearthacht dhigiteach, Béarla.) agus idirghabhálacha atá dírithe ar mhuintir agus féinéifeachtúlacht.
- Deiseanna foghlama ar feadh an tsaoil a sholáthar do dhaoine lena n-áirítear oiliúint spriocdhírthe i bhfostaíocht, féinfhostaíocht agus oiliúint atá dírithe ar thionscal fostaíochta faoi leith, agus atreorú chuig fostaíochta agus oiliúint-ar-an-láthair-oibre atá ar fáil trí sholáthraithe eile.
- Tacú le daoine a gnó féin a bhunú, lena n-áirítear oiliúint agus atreorú isteach go dtú seirbhísí féinfhostaíochta, agus tacaíocht a thabhairt do dhaoine chun teacht ar Back to Work Enterprise Allowance an Roinn Coimirce Sóisialaí.
- Oibriú le cliaint spriocanna a bhaint amach ar bhonn bainistíochta líon cásanna agus chun sonraí ábhartha a chuir isteach sa chóras IRIS, chomh maith leis na sonraí ábhartha go léir a theastaíonn le haghaidh comhlánú páipéarachas.
- Aon tacaíochtaí breise eile a fheidmiú do chomhghleacaithe agus do chliaint nuair is gá agus mar atá sannta ag Comhordaitheoir Chlár SICAP.

Sonraíocht an Duine

Riachtanach:

- Cáilíocht tríú leibhéal (Leibhéal 7 nó 8) i bhForbairt Pobail, Treoir do Dhaoine Fásta, Oideachas agus Oiliúint nó disciplín ábhartha eile.
- Tá leibhéal arda d'éirim mhothúchánach aige lena n-áirítear comhbhá, tuiscint agus léirthuiscint ar riachtanais agus ar shaincheisteanna spriocghrúpaí Chlár SICAP.
- Scileanna éifeachtacha bainistíochta ama agus an cumas oibriú faoi shrianta ama chun spriocdhátaí ábhartha KPI agus eile a bhaint amach.
- Cumas láidir oibriú go maith ina n-aonar le tionscnamh agus mar chuid d'fhoireann.
- Líofa i scríbhneoireacht tuairisce agus an cumas faisnéis a thaispeáint go soiléir, go gonta agus go héifeachtach do thuarascálacha débhlíantúla agus deireadh bliana do lucht bainistíochta agus do mhaoinitheoirí clár.
- Scileanna IT lena n-áirítear cumas i Word, Excel, PowerPoint agus SharePoint nó i feidhmchláir den chinéal céanna.
- Taithí a bheith ag obair le daoine aonair is mó atá faoi míbhuntáiste sa tsochaí agus/nó ag maireachtáil laistigh de phobail faoi míbhuntáiste.

Inmhianaithe:

- Taithí ar oibriú le daoine aonair ó chúlraí imeallaithe éagsúla nó pobail faoi míbhuntáiste go háirithe maidir le gnólachtaí nuathionscanta fiontraíochta.
- Eolas faoi Back to Work Enterprise Allowance an Roinn Coimirce Sóisialaí.
- Taithí ar idirghníomhú le gníomhaireachtaí reachtúla.

Téarmaí & Coinníollacha Fostaíochta

Is conradh phost lánaimseartha ar feadh téarma seasta 3 bliana é seo faoi réir leanúint den mhaoiniú, agus beidh tréimhse phromhaidh sé mhí i bhfeidhm.

Is iad na huaireanta oibre ná Luan go hAoine, 9am go 5pm (35 uair), ach d'fhéadfadh go mbeadh roinnt solúbthachta ag

teastáil sa ról ó am go chéile.

Beidh an ról seo lonnaithe in Oifigí an Plaza, Headford Road, Gaillimh nó in oifigí for-rochtana eile.

Beidh saoire bhliantúil 27.5 lá in aghaidh na bliana pro rata.

Íocfar taisteal agus cothú ag rátaí na hearnála poiblí.

Beidh ar an iarrthóir rathúil tagairtí sásúla agus Grinnfhiosrúchán an Gharda Síochána a sholáthar.

Conas Iarratas a Dhéanamh

Is éard a bheidh i gceist leis an roghnú ná gearrliostú iarratasóirí ar agallamh bunaithe ar na critéir don phost seo mar atá leagtha amach sa chur síos poist agus sa tsonraíocht an duine.

Cuir do Curriculum Vitae agus Litir Chumhdaigh ar ríomhphost chuig recruitment@gcp.ie (<mailto:recruitment@gcp.ie>) roimh 4pm ar an 9ú Meán Fómhair 2024.

Beidh na hagallaimh don ról seo ar siúl an tseachtain dar tús 16 Meán Fómhair 2024 (Faoi réir athraithe).

Féadfar painéal a bhunú as a líonfar folúntais amach anseo.



Region

Galway / Gaillimhe

Date Entered/Updated

26th Aug, 2024

Expiry Date

9th Sep, 2024

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