

Co-operative Housing Ireland: Community Engagement Specialist **(<https://www.activelink.ie/node/111565>)**



Community Engagement Specialist (Dublin)

Reporting to: Community Engagement Manager

Department: Housing Services & Community Engagement

Contract Type: Permanent, Full-Time, Hybrid

Place of Work: 123 Avondale Park, Mulhuddart, Dublin 15, D15 T92F

Salary: DOE – (35,000 – 43,000 P/A)

ABOUT US

Co-operative Housing Ireland (CHI) is the national organisation representing, promoting and developing co-operative housing in Ireland. Since our foundation in 1973 we have provided over 5,700 homes through homeownership, shared ownership and social rented co-operatives. As an Approved Housing Body (AHB), we work with various stakeholders in the housing sector, including Local Authorities, Government, aspiring homeowners, tenants and developers. We currently manage over 5,000 properties across Ireland.

ROLE OVERVIEW

CHI is seeking a 'Community Engagement Specialist' to join our Community Engagement Team. The successful candidate will work with the Community Engagement Team and CHI Member Tenants to promote the creation of sustainable and flourishing communities, through managing national and local initiatives and projects that represent the needs of our Member Tenants. They will be proactive in providing opportunities for Member Tenants to provide feedback on Community Engagement initiatives and CHI's service provision.

The Community Engagement Specialist will have excellent communications skills and interact with Member Tenants and colleagues in a friendly, empathic manner at all times. Additionally, the post-holder will be passionate about CHI's purpose and will continuously act in the best interests of the organisation.

This is a full-time permanent role based on a 35-hour week (Monday to Friday), although some evening and weekend working will be required.

The role will be mobile in nature, requiring regular travel around CHI's community housing developments across the country. The role will be contracted to CHI's Member Services Hub at 123 Avondale Park, Mulhuddart, Dublin 15, D15 T92F.

CHI facilities hybrid-working (part onsite, part remote); however, the successful candidate will be expected to work onsite regularly and visit other CHI offices when the need arises.

WHAT YOU WILL DO

Member Participation and Community Engagement:

- Assist in the development & implementation of Community Engagement strategy.
- Work with other departments in CHI to ensure that Member Tenants can participate at all levels of the Organisation.
- Develop & co-ordinate initiatives and projects that enable Member Tenants to provide their views, participate in community engagement activities and apply meaningful influence on our decision-making process and service provision.
- Work with Member Tenants in communities and support them to set up and sustain Member Associations (Resident Groups).
- Facilitate community meetings and consultations with Member Tenants.
- Compose/Contribute to internal and external publications when required and update Member Tenants Social Media Page.

Investing in Members:

- Create and sustain partnerships with other 3rd parties to run National initiatives and training programs that represent the needs of Member Tenants
- Seek out external funding opportunities for community engagement activities and support member tenants in their applications for funding to the CHI Community Fund.
- Help identify training needs and communities of interest for Member Tenants and facilitate the delivery of these in person or online.
- Actively research new and innovative approaches to engaging with and investing in CHI Member Tenants and their communities.

General:

- Represent CHI at both internal & external meetings and events.
- Deliver presentations on behalf of CHI relating to Community Engagement when required.
- Provide support to other departments when required.
- Keep up to date records and provide detailed reports to Line Manager and Director.
- Provide content for the Member Tenant newsletter.
- Additional, relevant duties as required by the Organisation.

WHAT YOU WILL BRING

- A third-level qualification in a relevant discipline (e.g. Community Development, Community Leadership, Co-operative Development etc.).
- Knowledge of tenant participation, statutory bodies and experience accessing funding streams for community development
- Relevant voluntary or paid work experience in the community sector.
- Full, clean driving licence and access to own car.
- Ability to work collaboratively in a team and work independently using own initiative.
- Strong listening, written and verbal communications skills.
- Good interpersonal, administrative and organisational skills.
- Strong I.T. skills including Digital and Social Media experience.
- Ability to handle sensitive and confidential information.
- Ability to deal with problems/enquires in a diplomatic and sensitive manner.
- High comfort level in preparing for and facilitating groups.
- Legally permitted to work in Ireland

WHAT WE OFFER

- Competitive Salary Bands
- 22 Days Annual Leave + Public Holidays
- 3 Days of Annual Company Privilege Days
- Hybrid & Flexible Working Options
- Generous Company Pension Contributions with Life Assurance
- Paid Sick leave Scheme
- Educational Assistance Program
- Paid Study & Exam Leave

SELECTION PROCESS

Please note that interviews for this position may take place anytime from the launch date to closing date until a successful candidate is found.

How to Apply:

Interested applicants should submit a CV and Cover Letter via [this link \(https://chi.bamboohr.com/careers/151\)](https://chi.bamboohr.com/careers/151) or by following the link on the website on <https://www.cooperativehousing.ie/careers> (<https://www.cooperativehousing.ie/careers>)

Co-operative Housing Ireland is an equal opportunities employer.

All documentation received by Co-operative Housing Ireland will be processed in accordance with the Data Protection Acts & General Data Protection Regulation (GDPR; 2018)

Region

Dublin 15 / Hybrid

Date Entered/Updated

16th Oct, 2024

Expiry Date

16th Dec, 2024

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