

Community Work Ireland: Development Co-ordinator **(<https://www.activelink.ie/node/112321>)**

Exciting Job Opportunity with Community Work Ireland



Job Title: Development Co-ordinator

Summary:

Community Work Ireland (CWI) is the national organisation promoting and supporting community work as a means of addressing poverty, social exclusion and inequality; promoting, protecting and advancing human rights. CWI is a membership organisation with current membership of approximately 970. We are now seeking an experienced and dynamic **Development Co-ordinator** to join our team. The successful candidate will contribute to our mission by supporting our members, advancing key projects, and influencing policy and practice for positive social change.

Contract: Full-time position initial 2-year contract commencing in January 2025.

Salary: Competitive for similar roles at national level, based on experience

Reporting to: CWI National Director

Key Responsibilities

Policy & Advocacy Work:

- Research, develop, and advocate for policies aligned with CWI's vision for equality, inclusion, and social justice.
- Monitor policy developments at local, national, and EU levels, identifying opportunities for intervention and influence.
- Represent CWI at meetings, consultations, and relevant networks.

Membership Support:

- Provide ongoing support to CWI members, responding to their needs and facilitating opportunities for collaboration.
- Organise and deliver workshops, training, and networking events to enhance members' capacity for effective community work.
- Foster relationships with existing and prospective members.

Project Development & Coordination:

- Lead and contribute to the design and implementation of CWI's key projects and initiatives.
- Oversee project timelines, deliverables, and budgets, ensuring successful outcomes.
- Develop funding proposals and assist in securing resources for future initiatives.

Communications & Stakeholder Engagement:

- Produce high-quality reports, briefings, and other written materials to communicate CWI's work and impact.

- Develop and maintain relationships with key stakeholders, including community organisations, funders, and governmental bodies.
- Use digital platforms to promote CWI's work and engage audiences effectively.

Other:

- Participate in team meetings.
- Other duties as may arise from time to time.

Required Skills, Qualities, and Values

Essential Skills & Experience:

- Minimum of 3 years' experience in community development, policy advocacy, or a related field.
- A relevant professional qualification in community development/community work.
- Familiarity with the policy landscape and funding environment in Ireland (local, national, and EU levels).
- Proven ability to develop, influence, and deliver policy initiatives.
- Demonstrated experience in coordinating and managing projects with multiple stakeholders.
- Excellent written and verbal communication skills, including report writing and public speaking.
- Strong facilitation, training, and capacity-building skills.
- Proficiency in digital tools and platforms for communication, project management, and social media.

Qualities & Values:

- A commitment to social justice, equality, and the principles of community development.
- Ability to work collaboratively and respectfully with diverse communities and stakeholders.
- A proactive, self-motivated approach, with the ability to work independently and as part of a team.
- Strong interpersonal skills.

Other Requirements

- A full, clean driving license and access to a vehicle is necessary.

Location

CWI does not currently have an office base. Ability to work from home is essential. Ability to travel to Galway for team and work meetings every 2 weeks is also essential.

What We Offer

- An opportunity to work with a strong organisation dedicated to social change.
- A dynamic and supportive working environment.
- Opportunities for professional growth and development.
- Competitive salary and flexible working arrangements.

How to Apply

Interested candidates are invited to submit the following:

1. A cover letter outlining their suitability for the role and alignment with CWI's mission.
2. A CV detailing relevant experience and qualifications.
3. Contact details for two referees.

Applications should be submitted to info@cwí.ie (mailto:info@cwí.ie) **subject line Development Co-ordinator Post** by Tuesday December 10th 2024.

Those being invited to interview will be informed on Thursday December 12th. Interviews will be held on Wednesday December 18th.

For more information about Community Work Ireland, please visit www.cwi.ie (<http://www.cwi.ie>)

CWI is an equal opportunities employer.

Region

Home Based / Galway

Date Entered/Updated

21st Nov, 2024

Expiry Date

10th Dec, 2024

Source URL: <https://www.activelink.ie/vacancies/community/112321-community-work-ireland-development-co-ordinator>