

## **Irish Local Development Network: Clerical Administrator - Community Connection Project** **(<https://www.activelink.ie/node/112710>)**



### **What is the Irish Local Development Network, ILDN?**

ILDN is the umbrella body, supporting Ireland's Local Development Companies (LDCs). LDCs are multi-sectoral partnerships that deliver community and rural development, labour market activation, social inclusion, climate action and social enterprise services. In supporting disadvantaged individuals and communities, LDCs are not-for-profit, volunteer-led organisations who provide a national service through locally-based services. Our ethos is bottom-up, taking a holistic view of the individual and the community. Our services are integrated so employment supports, enterprise grants, social inclusion, training, well-being and environmental supports are available under one roof.

ILDN supports this important work in every community in Ireland: in joining ILDN, you become part of this great story of community development and empowerment.

### **Clerical Administrator - Community Connection Project**

#### **Role Purpose**

The Clerical Admin will play a key role in supporting the implementation of the Community Connection Project. This will include all clerical tasks associated with support to the research project, recording of minutes, collation of data, collation of reports, formatting of papers and management of information. The Clerical Admin will also take responsibility for the organisation of community of practice events, including the booking of venues, the set up of rooms, and the creation of the output report. The Clerical Admin will support more broadly the work of the ILDN as appropriate.

#### **The Community Connection Project**

The Community Connection Project (CCP) will use a community development and inclusion approach to address concerns of communities and assist them in developing constructive responses to significant numbers of International Protection Applicants in their local area.

The Community Link Workers will engage and work with local communities across Ireland over an 18-month period, helping build community resilience against misinformation and prejudice by working with the local community before, during and after the arrival of International Protection Applicants.

Implementation of the project will be overseen by a dedicated CCP Oversight Team employed by the Irish Local Development Network (ILDN), consisting of a Co-Coordinator and an Administrative Support worker.

**Please see Role Description attached below.**

#### **Application Process**

Application by CV and cover letter, to be submitted to [carol.baumann@ildn.ie](mailto:carol.baumann@ildn.ie) (<mailto:carol.baumann@ildn.ie>) before **5pm on Monday, January 13th, 2025.**



Rialtas na hÉireann  
Government of Ireland

*Irish Local Development Network is supported by the Scheme to Support National Organisations which is funded by the Government of Ireland through the Department of Rural & Community Development*

**Region**

Galway

**Date Entered/Updated**

17th Dec, 2024

**Expiry Date**

13th Jan, 2025

**Attachment**

**Size**

[Clerical Admin ILDN - Role Description December 2024.pdf](#)

966.95  
KB

[ILDN Admin CCP Key Approaches Form.docx](#)

31.56 KB

---

**Source URL:** <https://www.activelink.ie/vacancies/community/112710-irish-local-development-network-clerical-administrator-community-connection-project>