

Pobal: Development Co-Ordinator – Local Community Development Unit (<https://www.activelink.ie/node/114274>)



G3 PDU Development Co-Ordinator – Local Community Development Unit

About Pobal

Pobal works on behalf of Government, and in conjunction with communities and local agencies, to support social inclusion and local and community development. We do this by managing funding and providing support for programmes in the areas of Social Inclusion and Equality, Inclusive Employment and Enterprise, and Early Learning and Care.

Pobal is an Equal Opportunities Employer and welcomes suitably qualified applicants from all sections of society. Further information on how Pobal promotes Equality, Diversity & Inclusion (EDI) throughout our workplace for our staff can be found via this link. **Equality, Diversity & Inclusion Statement** (<https://www.pobal.ie/app/uploads/2023/06/EDI-for-JDs.pdf>)

About Social Inclusion and Employment Directorate

The Social Inclusion and Employment Directorate delivers high quality programme supports and grant management services. We are expert leaders in programme and funding management and the delivery of excellent and continuously improving services that meet the needs and expectations of our customers, users and partners. Through our services and supports we work to equip our partners to meet programme requirements and deliver programme outcomes and impacts.

Role PDU Development Co-Ordinator

Directorate Social Inclusion and Employment

Unit Programme Delivery Unit - Local and Community Development

Grade 3

Reporting to Manager

Background

The Programme Delivery Unit (PDU) will lead the operational delivery of programmes from the beginning to the end of the programme lifecycle.

Each PDU will contain several programmes, grouped together thematically where possible. These Units will be made up of Manager(s), Development Co-ordinators, Administrators and Support Officers (if relevant) with skillsets and knowledge relevant to the Unit remit and functions to deliver a range of supports and services to organisations on behalf of Government Departments and Pobal.

The PDUs will work together in developing and applying common methods and templates to standardise processes and procedures across the PDU's. The PDUs will actively collaborate with other SIE Units and Pobal Directorates to deliver on the remit and to input on other relevant programme work that is led out by other Directorates. The PDUs will be committed to continuous service improvement and promoting service excellence.

Role Purpose

The Development Coordinator of the Local and Community Development Unit is to provide Service Excellence to our programme stakeholders and colleagues by building a deep understanding of their needs, requirements and expectations and consistently meeting, managing and exceeding their expectations in a professional, courteous and respectful manner.

The Development Coordinator supports the delivery of high-quality case management through the programme life cycle i.e. contract/caseload management, capacity building and programme supports in community and local development with a particular focus on social inclusion and climate change/justice initiatives. Our Programme support is to the Programme's Stakeholder and resources are appropriately targeted to deliver programme objectives and expected outcomes. The responsibilities of the Development Coordinator outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with business requirements.

There may be a requirement for the successful candidate to be agile and assist in supporting other areas of Social Inclusion and Employment in their role as a Development Coordinator. This may mean supporting other Team's, for a time, where business needs dictate and as directed by the Management Team.

Please see Job Description and Person Specification attached below.

Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Those candidates whose applications, in the opinion of the review panel, appear best suited to the position will be short-listed for interview.

Deadline for application: March 20th, 2024

Applications will not be accepted after the closing date

The complete job spec, application form and further information can be found on the Pobal website: [Pobal Job Vacancies \(https://www.candidatemanager.net/cm/p/pJobs.aspx?mid=CXAZCXY&sid=YYGTF\)](https://www.candidatemanager.net/cm/p/pJobs.aspx?mid=CXAZCXY&sid=YYGTF)

Pobal is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society.

Region

Blended / Nationwide

Date Entered/Updated

7th Mar, 2025

Expiry Date

20th Mar, 2025

Attachment

[SI&E G3 Development Co-Ordinator - Local Community Development Unit Job Description.pdf](#)

Size

963.3
KB

Source URL: <https://www.activelink.ie/vacancies/community/114274-pobal-development-co-ordinator-local-community-development-unit>