

## **Cultúr Migrant Centre: Project Officer – Community NeTWork Project (<https://www.activelink.ie/node/114626>)**



An Roinn Leanaí, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige  
Department of Children, Equality,  
Disability, Integration and Youth

### **Cultúr Migrant Centre:**

**A regional community development organisation based in counties Meath & Louth, working with ethnic minorities including immigrants, migrant workers, International Protection Applicants, refugees and the wider community**

### **Job Title: Project Officer Cultur Community NeTWork Project**

**Responsible to: CEO**

### **Main Purpose of the Role**

The Project officer will play a key role in implementing the Cultúr Migrant Centre **Community NeTWork Project**, support the integration of **80 men in the international protection process** and build their capacity through tailored workshops with the involvement of host communities.

The Officer will work with the CEO in the development, implementation, delivery, and communication of the project. The Officer will support Project structures including recruiting participants.

The Project Officer will play a key role in implementing the **Cultur Community NeTWork Project** under the International Protection Integration Fund (IPIF) Scheme A. The primary aims of this project are:

- To equip 80 male International Protection Applicants (IPA) in **County Meath and Cavan** with life and employability skills,
- To develop soft skills and confidence in IPA's,
- To provide vocational training, and Career planning
- To strengthen local social networks that support integration and employability.

The Project Officer will be responsible for coordinating and delivering workshops on soft skills, career planning, vocational training, and social networking activities. They will also develop individual integration plans for participants and work closely with the CEO to ensure the project's goals are met.

The project will focus on developing and delivering a ready-for-life and work skills programme for these men before and after receiving work permit while living in DP centres. Cultur Community Net-WORK will provide a comprehensive life skills employability programme that will equip male IPA's with the skills required to succeed in Ireland.

### **Principal Duties:**

1. Support the integration of 80 male in the International Protection Process b) Implementing the **Community NeTWork Project**
2. Provide administrative and secretariat support to project structures, including reporting to funders as required.
3. Support the development of tools and resources including toolkits in accordance with the Project plan
4. Design and deliver issue based training
5. Develop public engagement and mobilisation messaging and content for the media, to promote and raise awareness about the project.
6. To liaise with different project and programme areas identifying areas of cross cutting work opportunities e.g. policy and campaigning opportunities

7. Create and foster new relationships with key Cultúr target communities including local media.
8. Create materials for both digital and postal communications
9. Design, develop and publish online content through Cultúr's social media platforms, maximising its potential and ensuring the work of the organisation is communicated effectively and efficiently on the website
10. Participate in Cultúr team meetings and regular performance management meetings with program manager
11. Support preparation of monthly reports for Director and project management team
12. Undertake such duties as may reasonably be assigned from time to time.

## Competencies (skills and experience)

- A relevant third level degree or equivalent third level qualification
- A minimum of 3 years' experience working in a similar role
- Ability to contribute to integration community work and Irish asylum process policy.
- Experience of working in large projects, with complex activity schedules with a variety of stakeholders
- A background in media or communications is advantageous but not essential
- Community development skills and experience
- Negotiation and problem solving
- Relationship management
- Demonstrate excellent oral, written and digital communications skills
- Ability to represent the project in a variety of external contexts
- Experience of partnership working, with demonstrable ability to build strategic alliances to support achievement of policy asks

## Attributes

- Have an understanding community integration, International Application Process policy
- Commitment to community development values and processes
- Commitment to social justice and equality for refugee community
- Networking and communication skills,
- Commitment to self-development

## Contract:

- A fulltime **5 days per week** Contract of Employment to the end of December 2025, subject to funding and the successful completion of a 3 month probation period.
- Salary scale €40,000 pro rata

## Applying for this position

- To apply, please complete the attached application form and email [tinu@cultur.ie](mailto:tinu@cultur.ie) (<mailto:tinu@cultur.ie>) or by post to **Tinu Achioya Cultúr Migrant Centre, Ground Floor, St. Anne's Resource Centre Railway St. Navan Co. Meath.**
- Closing date for receipt of application is **by Friday 11th April 2025**. Interviews will take place the week of the 28th April 2025.

Cultúr is an Equal Opportunities Employer.

*The Cultúr Community NeTWork Project is supported by the International Protection Integration Fund*

### Region

Co Meath & Co Louth

### Date Entered/Updated

25th Mar, 2025

### Expiry Date

11th Apr, 2025

### Attachment

### Size

<b>Attachment</b>	<b>Size</b>
<u><a href="#">Application Form Community NeTWork Project Officer.doc</a></u>	131 KB

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/114626-cultur-migrant-centre-project-officer-community-network-project>