**JOB DESCRIPTION FOR**

**COMMUNITY DEVELOPMENT WORKER**

**Specified Purpose – Leave Cover- 1 months’ minimum**

**Name of Employer: Baldoyle Family Resource Services CLG.**

**Job Title: Community Development Worker**

**Number of Hours: 17.5 Hours per week (excluding lunch)**

**Flexibility around working hours is required.**

**Overall purpose of the job**

To work as part of a team in developing and maintaining the strategic plan of the Project within the target area to:

* Identify issues in conjunction with local families and find solutions to these issues.
* Develop strategies in relation to communication with the local community.
* Supporting individuals and local families through the provision of advice,sign posting and referrals.
* Develop an outreach strategy to ensure the inclusion of those most marginalised in the community.
* Work together in solidarity with famillies in taking action on the issues, which effect their lives.

**Key areas of work:**

**Development of outreach strategy:**

To work with the Project Co-ordinator in developing an outreach strategy that has clear guidelines, maintains confidentiality, a mechanism for follow up work and clearly fits in with the aims, objectives and actions of the Three Year Strategic Plan

**Implementation of outreach strategy:**

Undertaking outreach and developing relationships with individuals and groups in Baldoyle.

**Family Support:**

To work with diverse family units within a community setting, preferably in the context of a holistic understanding of family needs.

**Raising the profile of the Project:**

Raising the profile of the Project in these communities with a view to supporting and promoting community development activities by assisting individuals and groups to identify their own needs and work in collectively towards finding the solutions.

**Support participation:**

Supporting people to become involved in local community activity and other opportunities / programmes established by the project or by other agencies.

**Developing new community leadership:**

Support the development of new and active community leadership and the development of new and active issue based groups within the area.

**Accessing funding and developing programmes**:

Accessing funding as appropriate and supporting the development and delivery of education and training programmes that meets the needs of the families in the community.

**Networking:**

Support local networking / promoting collective action between active individuals and community groups.

**Information flow:**

Keeping the Co-ordinator informed of issues arising at local community level and advising on appropriate responses.

**Administration work:**

* Writing reports on work undertaken when appropriate
* Making applications for funding when appropriate
* Provision of reports to Management Committee

**Confidentiality:**

To keep confidentiality in relation to the work of the Project.

**Accountability:**

* To work as part of a team with the voluntary Management Committee and the Project Co-Ordinator and participate in team or individual training opportunities as requested.
* To be accountable to the voluntary Management Committee through regular support and supervision meetings with the Project Co-ordinator

**Any other work:**

* To undertake any other work that the Management Committee or Project Co-ordinator deem necessary to the successful implementation of Workplan.

PERSON SPECIFICATION SHEET FOR COMMUNITY DEVELOPMENT WORKER

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| **HEADINGS** | **ESSENTIAL** | **DESIRABLE** |
| SKILLS **&**  **ABILITIES** | * Group work and facilitation skills * Ability to make decisions on own initiative * Clear communication skills * Computer skills * Organisational, planning and prioritising skills * Good time management * Ability to complete funding applications and write reports * Own transport/Full Clean Driving License. | * Financial skills. |
| EXPERIENCE **&**  **KNOWLEDGE** | * Minimum of two years experience of paid community development work or four years in a voluntary capacity * Experience of project development work * Understanding of Community Development principles and practices * Knowledge and experience of Family Support in a community based setting * Experience in setting up new initiatives * Knowledge of local agencies and networks |  |
| EDUCATION **&**  **KNOWLEDGE** | * Relevant qualification or participation in second chance educational opportunities in relevant area |  |
| **PERSONALITY** | * Non-judgemental * Positive outlook * Good social skills * Respectful and patient * Good listener * Friendly and Confident * Team player * Discrete person who recognises the importance of maintaining confidentiality and boundaries particularly in a community development setting |  |
| VALUES | * Values people’s judgement and thinking * Hard worker * Honest and Trustworthy * Has an understanding of the causes of poverty and disadvantage. * Committed to Community Development ethos and practice * Encouraging and empowering * Has an understanding of Racism, Discrimination and Equality Issues |  |

**Application process:**

Please email your C.V to projectmanager@bfrs.ie

**Closing date for applications is Wednesday 9th April 2025.**

**Baldoyle Family Resource Services CLG is an equal opportunities employer**