

DLDC - Job Description
PROJECT OFFICER LIFELONG LEARNING (GAELTACHT)

Job Title:	Project Officer – Life Long Learning
Reporting To:	Learning & Enterprise Manager
Employer:	Donegal Local Development CLG
Main Purpose of Role:	The Project Officer will play a key role within the Goal 2 Life Long Learning team and will be required to implement the actions planned under Goal 2 of the Social Inclusion and Community Activation Programme (SICAP) as well as devising & delivering training/education programmes. The Project Officer will be required to meet clients on a one-to-one basis and to create a supportive environment. They will support clients who have experienced educational disadvantage to engage with lifelong learning opportunities and progress using a community development approach. The role prioritises promoting inclusion and integration by ensuring that supports, services, and community engagement align with SICAP objectives. <i>A panel may be formed from which similar shorter term vacancies may be filled in other DLDC office locations, including Donegal Town.</i>
Conditions of Work:	• The Project Officer will be required to work 35 hours a week • The main office base will be in the Gweedore office, where they will provide coverage for the Gaeltacht catchment area. • A probationary period of 6 months will apply and performance in role will be discussed throughout the period of cover and reviewed as part of quarterly one to ones. • A probationary period of 6 months will apply • The contract terms will run for the duration the SCIAP programme ending 31 December 2028 and is subject to funding. • Benefits include: ○ Eligibility for a 6% employer-contributed pension scheme ○ 25 days annual leave & other leave options ○ Flexible and hybrid working options ○ Travel and subsistence allowance ○ Learning and development opportunities ○ Employee Assistance Programme
Salary	Project Officer level salary – information available on request
Main Duties	
1	Key Responsibilities • Proactively identify and engage hard-to-reach SICAP clients, creatively connect with the community to raise awareness of our services, ensuring they reach those who need them most. • Utilise coaching and motivational interviewing to assist individuals in their personal development and guide them toward achieving successful outcomes. • Support clients with empathy, helping them discover their own motivation for positive change by actively listening, asking open questions, and guiding them in

	exploring their goals and challenges • Meet clients on a one-to-one basis to help them develop personal plans and long term goals, and help them determine the best course of action or series of actions in order to achieve these goals. • To manage caseload efficiently and effectively in line with good governance and established company and funders procedures and guidelines • Apply the All-Ireland Standards for Community Development approach in providing support to individuals, emphasizing equality, participation, social justice, sustainability, and collaborative approaches to empower individuals. • Collaborate with internal DLDC teams to deliver tailored client support, providing lifelong learning solutions that address the specific needs of SICAP target groups. • Identify, develop, and promote new projects and initiatives, with a focus on assessing the educational needs of the target group. This includes designing and delivering unaccredited training programs, providing one-on-one coaching, developing personal progression plans, sourcing relevant accredited courses, and securing funding pathways to support client development. • To deliver soft skills and wellbeing support training programmes and courses to the target group, enhancing their readiness for learning and preparedness for an employability journey. • To liaise directly with ETB, Solas, DSP and other public and private training providers and agencies. • To facilitate education and training providers to respond to the educational needs of unemployed and disadvantaged communities. • To continue to develop inter-agency and education/training provider links and network education provision in the area. • To proactively promote the SICAP strategy throughout the catchment area, through a variety of media including information sessions, local media, outreach, site visits etc. • To provide general guidance and information to target groups on the support and funding available under the SICAP and other programmes as appropriate. • To provide direct supports and training as relevant to the range of target groups within the programme. • To maintain a database of clients/groups in DLDC's catchment area. • To participate in company Working Groups including the SICAP Working Group and the Board as appropriate • Ensure the delivery of quality initiatives.
2	Reporting and Financial Management • Ensure files are set up for individual clients and projects; ensure all necessary documentation is on file for all actions; this include up to date personal progression plans and appropriate file maintenance on SharePoint and IRIS. • Maintain up to date record on our CRM Information reporting system. • Prepare written and verbal reports on Goal 2 on a monthly basis for Working Group and Board when required. • Provide regular updates and report progress against OKRs
3	General Duties • Be responsible for all issues in relation to caseload delivery, including adherence to travel and subsistence. • Liaise with the Finance and Administration Department in relation to any queries which arise with regards to payments or general file administration. • Effectively facilitate meetings both in person and virtually using platforms such as Zoom, and document meetings and outcomes appropriately.

	- Assist with the provision of an efficient and effective secretariat to the various Working Groups/Sub-panel and Board. - Respond to any matters as requested by the Learning & Enterprise Manager, or Head of Operations. - Manage special projects as required. - Represent the company in public specific issues. - Carry out any other duties as requested by Management, and be willing to work evenings and/or weekends as required.	
Core Competencies/Skills & Knowledge		ESSENTIAL/MINIMUM
1	Relevant Training & Community Development Experience	The Officer will have a previous demonstrated relevant experience in a similar environment, together with a proven track record in the delivery of training supports to adults. They will have excellent knowledge of referral pathways & training opportunities for our clients. The officer will have experience of working in a supportive capacity on a one-to-one basis with young people and hard to reach adults. The Officer will be required to demonstrate knowledge of community development, and be committed to integrating equality, social inclusion and anti-poverty principles.
2.	Interpersonal & Liaison Skills	The Officer will have excellent interpersonal, communication & coaching skills. They will be required to liaise effectively and efficiently with internal DLDC teams as well as agencies, groups and training providers. The Officer will be required to act as a positive and contributing member of the wider staff team within DLDC.
3.	Project Management Skills	The Officer will be required to produce timely and relevant reports for the various Steering Committees, Board and other groups within the DLDC structure. They must demonstrate experience of organising, managing and prioritising own workload. They will have excellent time management and organisation skills. Strong administration together with a good working knowledge of the standard suite of business- related software and IT packages is required.
4.	Motivational Skills	The Officer will be required to be a flexible, motivated self-starter who can communicate effectively. They will work well as part of a team and also on their own initiative. Ability to motivate others, with strong one to one coaching, as well as group facilitation skills.
5.	Communication Skills	The Officer will have experience of forming good working relationships with organisations and communities, combined with excellent communication and listening skills. They will have excellent verbal and written abilities, with ability to communicate in effectively in English. They will have good report writing and presentation skills.
6.	Problem Solving Skills	The Officer will have the ability to analyse complex situations, identify underlying issues, and develop effective solutions to overcome challenges or achieve goals.
7.	Qualification/Experience	A recognized and relevant Third Level qualification and / OR

		a minimum of 3 years relevant training experience in a similar environment. Candidates must have prior experience in delivering adult training supports along with a commitment to integrating principles of equality, social inclusion, and anti-poverty measures into community development practice.
8.	'Other'	A clean, current driving license with access to own mode of transport is essential in order to service clients. Ability to communicate fluently in Irish is a requirement.
Core Competencies		Desirable
- Familiarity with using CRM (Customer Relationship Management) software. - Excellent knowledge of SICAP supports. - Experience of working in a supportive capacity on a one to one basis with young people and hard to reach adults.		
DLDC reserve the right to enhance criteria, depending on the response to the advertisement. A panel may be formed from this recruitment process.		

Application Process

To apply for the position, **please submit by email a Letter of Application together with a current Curriculum Vitae and clearly outline how you meet the criteria to:** HR Department at: vacancies@dldc.org

- The closing date for receipt of applications is **Friday 25th April 2025**
- Interviews are likely to take place on the week of **5th May 2025**.

We reserve the right to enhance the shortlisting criteria. A panel may be formed from which similar vacancies may be filled. Donegal Local Development CLG is committed to a Policy of Equal Opportunity. Canvassing will disqualify.

Donegal Local Development CLG is committed to a Policy of Equal Opportunity. Please contact HR if you require any access to accommodations. Canvassing will disqualify.

DLDC - Cur Síos ar an bpost

OIFIGEACH TIONSCADAIL -FOGHLAM AR FEADH AN tSAOIL (GAELTACHT)

Teideal an Phoist:	Oifigeach Tionscadail – Foghlaim ar Feadh an tSaoil
Ag Tuairisciú Chuig:	Bainisteoir Foghlama & Fiontair
Fostóir:	Forbairt Áitiúil Dhún na nGall CLG
Príomhchuspóir an Róil:	Beidh ról lárnach ag an Oifigeach Tionscadail laistigh d'fhoireann Sprioc 2 Foghlaim ar Feadh an tSaoil agus beidh air/uirthi na gníomhaíochtaí atá beartaithe faoi Sprioc 2 den Chlár um Chuimsiú Sóisialta agus Gníomhachtú Pobail (SICAP) a chur i bhfeidhm chomh maith le cláir oiliúna/oideachais a eagrú agus a sheachadadh. Beidh ar an Oifigeach Tionscadail bualadh le cliant ar bhonn duine le duine agus timpeallacht thacúil a chruthú. Tacóidh siad le cliant atá faoi mhíbhuntáiste oideachasúil chun dul i ngleic le deiseanna foghlama ar feadh an tsaoil agus dul chun cinn a dhéanamh trí úsáid a bhaint as cur chuige forbartha pobail. Díreoidh an t-oifigeach tionscadail ar gach spriocghrúpa SICAP, le béim ar leith ar Theachtaí Nua, IPA, agus BOTP. Tabharfaidh siad tosaíochta do chur chun cinn cuimsiú agus comhtháthú trína chinntiú go bhfuil tacaíochtaí, seirbhísí agus rannpháirtíocht pobail cothrom le cuspóirí SICAP <i>Féadfar painéal a bhunú as ar féidir folúntais eile den chineál céanna agus ar bhonn gearrthearma a líonadh i suíomhanna oifige eile de chuid DLDC, lena n-áirítear Baile Dhún na nGall.</i>
Coinníollacha Oibre:	• Beidh ar an Oifigeach Tionscadail 35 uair san tseachtain a oibriú. • Is in oifig Ghaoth Dobhair a bheidh an phríomháiit oifige, áit a gcuirfidh siad clúdach ar fáil do cheantar na Gaeltachta. • Beidh tréimhse phromhaidh 6 mhí i bhfeidhm agus pléifear feidhmíocht sa ról le linn na tréimhse clúdaigh agus déanfar athbhreithniú air mar chuid de ráithiúil duine le duine. • Rachaidh téarmaí an chonartha i bhfeidhm ar feadh thréimhse chlár SCIAP, ag críochnú ar an 31 Nollaig 2028, agus tá siad faoi réir maoinithe. • Pacáiste Socharr - o Cáilitheacht do scéim pinsin le 6% ranníocaíocht an fostóra - o 25 lá saoire bhliantúil & roghanna saoire eile - o Roghanna oibre solúbtha agus hibrídeacha - o Liúntas taistil agus cothabhála - o Deiseanna foghlama agus forbartha - o Clár cúnaimh fostaithe
Tuarastal	Tuarastal ar leibhéal an Oifigigh Tionscadail
Príomhdhualgais	
1	Príomhfhreagrachtaí • Déan cliant SICAP atá deacair a bhaint amach a aithint agus a mhealladh go gníomhach; déan ceangal cruthaitheach leis an bpobal chun feachtas a ardú faoi ár seirbhísí, ag cinntiú go sroichtear na daoine is mó a bhfuil gá acu leo. • Bain úsáid as cóitseáil agus agallamh spreagtha chun cabhrú le daoine ina bhforbairt

	phearsanta agus chun iad a threorú i dtreo torthaí dearfacha a bhaint amach. • Tacaigh le cliaint le bá agus tuiscint, ag cabhrú leo a spreagadh féin a aimsiú don athrú dearfach trí éisteacht ghníomhach, ceisteanna oscailte a chur, agus iad a threorú agus a spreagadh chun a gcuspóirí agus a ndúshláin a fhiosrú. • Bualadh le cliaint ar bhonn duine le duine chun cabhrú leo pleananna pearsanta agus spriocanna fadtéarmacha a fhorbairt, agus cabhrú leo an cúrsa is fearr nó an tsraith gníomhaíochtaí is fearr a roghnú chun na spriocanna seo a bhaint amach. • Ualach oibre a bhainistiú go héifeachtúil agus go héifeachtach de réir dea-rialachais agus nósanna imeachta agus treoirlínte bunaithe na gcuideachtaí agus na maoinitheoirí. • Caighdeán Uile-Éireann um Fhorbairt Pobail a chur i bhfeidhm chun tacaíocht a sholáthar do dhaoine aonair, ag cur béime ar chomhionannas, rannpháirtíocht, ceartas sóisialta, inbhuanaitheacht, agus cuir chuige comhoibreacha chun daoine aonair a chumhachtú. • Comhoibriú le foireann inmheánach DLDC chun tacaíocht shaincheaptha do chliaint a sholáthar, ag soláthar réitigh foghlama ar feadh an tsaoil a thugann aghaidh ar shainriachtanais spriocghrúpaí SICAP. • Tionscnaimh agus tograí nua a aithint, a fhorbairt agus a chur chun cinn, le fócas ar mheasúnú a dhéanamh ar riachtanais oideachais an spriocghrúpa. Áirítear leis seo cláir oiliúna neamh chreidiúnaithe a dhearadh agus a sheachadadh, oiliúint duine ar dhuine a sholáthar, pleananna dul chun cinn pearsanta a fhorbairt, cúrsaí creidiúnaithe ábhartha a aimsiú, agus bealaí maoinithe a fháil chun tacú le forbairt cliant. • Cláir agus cúrsaí oiliúna tacaíochta do scileanna boga agus folláine a sheachadadh don spriocghrúpa, ag cur lena n-ullmhacht don fhoghlaim agus lena n-ullmhacht do thuras infhostaitheachta. • Idirchaidreamh díreach a dhéanamh le an ETB, Solas, an RCS agus soláthraí agus gníomhaireachtaí eile oiliúna poiblí agus príobháideach. • Éascaíocht a dhéanamh ar soláthraí oideachais agus oiliúna le dul i bhfeidhm ar • riachtanaisí oideachais an lucht dífhostaithe agus pobail faoi mhíbhuntáiste. • Leanúint le forbairt naisc idirghnóimhaireachtaí le soláthraí oideachais/oiliúna agus líonraí oideachais sa cheantar. • Straitéis SICAP a chur chun cinn go réamhghníomhach ar fud an cheantair, trí mheáin éagsúla agus glacadh san áireamh; seisiúin eolais, na meáin áitiúla, for-rochtain, cuairteanna ar latháir srl.. • Treoir agus eolas ginearálta a sholáthar do spriocghrúpaí ar an tacaíocht agus an maoiniú atá ar fáil faoin Clár SICAP agus faoi cláracha eile de réir mar is cuí. • Tacaíochtaí agus oiliúint dhíreach a chur ar fáil de réir mar a bhaineann le raon na spriocghrúpaí laistigh den chlár. • Bunachar sonraí de chliaint/grúpaí i ndobharcheantar DLDC a choinneáil. • Pairt a ghlacadh i nGrúpaí Oibre an comhlacht, Grúpaí Oibre SICAP agus an Bord de réir mar is cuí. • Seachadadh tionscnaimh cháilíochta a chinntiú.
2	Tuairisciú agus Bainistíocht Airgeadais • Cinntiú go gcuirtear comhaid ar bun do gach chliaint agus thionscadail; cinntiú go bhfuil gach doiciméad riachtanach i gcomhad maidir le gach gníomh; áirítear leis seo pleananna dul chun cinn pearsanta chun dáta agus cothabháil comhad cuí ar SharePoint agus IRIS. • Taifead reatha a choinneáil ar ár gcóras tuairiscithe Faisnéise CRM. • Tuairisc scríofa agus tuairiscí béil a ullmhú do Sprioc 2 ar bhonn míosúil don Ghrúpa Oibre

	agus don Bhord nuair is gá.	
3	Dualgais Ghinearálta • Freagrach as gach gné a bhaineann le seachadadh ualach cásanna, lena n-áirítear cloí le taisteal agus cothabháil. • Idirchaidreamh a dhéanamh leis an Roinn Airgeadais agus Riaracháin maidir le haon cheisteanna a thagann chun cinn maidir le híocaíochtaí nó riarachán ginearálta comhad. • Cumas cruinnithe a reáchtáil go héifeachtach i bpearsa agus go fíorúil ag baint úsáid as ardáin mar Zoom agus taifeadadh a dhéanamh ar torthaí agus cinntí. • Cabhrú le rúnaíocht éifeachtach agus éifeachtúil a sholáthar do na Grúpaí Oibre/Fo-phainéal agus Bord éagsúla. • Freagrach as aon nithe ata tagtha chun cinn atá iarrtha ag an Bainisteoir Foghlama & Fiontair, nó an Ceann Oibríochtaí. • Bainistíocht a dhéanamh ar tionscadail speisialta de réir mar is gá. • Ionadaíocht a dhéanamh don chuideachta i bpoiblí i gcásanna faoi leith • A bheith toilteanach oibriú sa tráthnónta agus/nó ag an deireadh seachtaine de réir mar is gá.	
Croí chumais /Scileanna & Eolas		RIACHTANACH
1	Taithí ar Oideachas Aosach & Fhorbairt Pobail	Beidh ar an Oifigeach míneolas agus taithí ar a bheith ag obair san réimse seachadadh tacaíochtaí oiliúna do dhaoine fásta. Beidh sáreolas acu ar bhealaí atreoraithe & deiseanna oiliúna dár gcliaint. Beidh taithí ag an oifigeach ar a bheith ag obair i gcáil tacaíochta duine le duine le daoine óga agus le daoine fásta atá deacair teacht orthu. Beidh ar an Oifigeach eolas a léiriú ar fhorbairt pobail, agus a bheith tiomanta do chomhionannas, cuimsiú sóisialta agus prionsabail fhrithbhochtaineachta a chomhtháthú.
2.	Scileanna Idirphearsanta & Idirchaidrimh	Beidh sárscileanna idirphearsanta, cumarsáide agus oiliúna ag an Oifigeach. Beidh orthu idirchaidreamh éifeachtach agus éifeachtúil a dhéanamh le foirne inmheánacha DLDC chomh maith le gníomhaireachtaí, grúpaí agus soláthraithe oiliúna. Beidh ar an Oifigeach feidhmiú mar bhall dearfach agus ranníocadh den fhoireann níos leithne laistigh de DLDC.
3.	Scileanna Bainistíochta Tionscadal	Beidh ar an Oifigeach tuairiscí tráthúla agus ábhartha a chur ar fáil do na Coistí Stiúrtha éagsúla, don Bhord agus do ghrúpaí eile laistigh de struchtúr DLDC. Ní mór dóibh a léiriú go bhfuil taithí acu ar a n-ualach oibre féin a eagrú, a bhainistiú agus a chur in ord tosaíochta. Beidh scileanna bainistíochta ama agus eagrúcháin den scoth acu. Tá riarachán láidir mar aon le heolas maith oibre ag teastáil ar an tsraith chaighdeánach bogearraí a bhaineann le gnó agus pacáistí TF.
4.	Scileanna Spreagtha	Beidh ar an Oifigeach a bheith ina dhuine féin-thosaithe solúbtha, spreagtha atá in ann cumarsáid éifeachtach a dhéanamh. Oibreoidh siad go maith mar chuid d'fhoireann agus freisin as a stuaim féin. Cumas daoine eile a spreagadh, le hoiliúint láidir duine le duine, chomh maith le scileanna

		éascaithe grúpa.
5.	Scileanna Cumarsáide	Beidh taithí ag an Oifigeach ar dhea-chaidreamh oibre a chruthú le heagraíochtaí agus le pobail, mar aon le sárscileanna cumarsáide agus éisteachta. Beidh sár-chumas labhartha agus scríofa acu, agus beidh siad in ann cumarsáid éifeachtach a dhéanamh i mBéarla agus i nGaeilge. Beidh scileanna maithe scríobh tuairisce agus cur i láthair acu.
6.	Scileanna Réiteach Fadhb	Beidh an cumas ag an Oifigeach anailís a dhéanamh ar chásanna casta, buncheisteanna a aithint, agus réitigh éifeachtacha a fhorbairt chun dúshláin a shárú nó chun spriocanna a bhaint amach.
7.	Cáilíocht/Taithí	Cáilíocht Tríú Leibhéal aitheanta agus ábhartha agus/nó trí bliana, ar a laghad, de thaithí oiliúna ábartha i dtimpeallacht chohchosúil. Ní mór go mbeadh taithí roimh ré ag iarrthóirí ar thacaíochtaí oiliúna d'aoisigh a sheachadadh chomh maith le tiomantas do phrionsabail an chomhionannais, an chuimsithe shóisialta, agus bhearta frithbhochtaineachta a chomhtháthú i gcleachtas forbartha pobail.
8.	'Eile'	Tá ceadúnas tiomána reatha glan agus modh iompair riachtanach don phost seo. Líofacht san Ghaeilge riachtanach don phost.
Croíchumais		Inmhianaithe
- Eolach ar bhogearraí CRM (Customer Relationship Management) a úsáid. - Sár-eolas ar tacaíochtaí SICAP. - Taithí ar a bheith ag obair ar bhonn duine le duine, le daoine óga agus le daoine fásta atá deacair teacht orthu.		
Coinníonn DLDC an ceart chun critéir a fheabhsú, ag brath ar an bhfreagraí a fhaightear ar an fhógra. D'fhéadfaí painéal a bhunú ón bpróiseas earcaíochta seo.		

Próiseas Iarratais

- Chun iarratas a chur leisan phost, **cur litir iarratais le ríomhphost maraon le Curriculum Vitae reatha le cur síos soiléir ar an gcaoi ina gcomhlíonann tú na critéir** chuig Roinn na nAcmhainní Daonna ag: vacancies@dldc.org
- Is é **Dé hAoine an 25 Aibreán 2025** an spriocdháta le haghaidh iarratais.
- Táthar ag súil go mbeidh na hagallaimh ar siúl an tseachtain ag tosnú 5ú Bealtaine 2025.

Coimeádaimid an ceart na critéir gearrliostála a fheabhsú. D'fhéadfaí painéal a chur le chéile ina dtiocfaí folúntais mar an gcéanna a líonadh.

Tá Forbairt Áitiúil Dhún na nGall CLG tiomanta do Pholasáí de Comhdheiseanna. Déan teagmháil le AD má theastaíonn aon rochtain uait ar chóiríocht. Beidh canbhasáil ina cúis le dícháiliú.