**JOB DESCRIPTION FOR**

**COMMUNITY DEVELOPMENT WORKER**

**Name of Employer:** Killorglin Community & Family Resource Centre CLG

**Job Title:** Community Development Worker

**Location:** Killorglin Community & Family Resource Centre, Market Street, Killorglin

**Responsible To:** Manager and Board of Management

**Hours of Work:** 21 Hours per week (excluding lunch)

 May include evenings and weekends

**Probationary Period** 12 Month Contract with6 months probation

**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/annual action plan of the Project within the target area to:

* Maintain and further develop various supports and services, and develop groups for all those in the Community
* 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.
* Maintain appropriate records for all individuals, families and communities and work in line with Data protection.
* Ensure that all of the work is informed and led by community development and family support practices.

**Key areas of work:**

**Development of outreach strategy:**

To work with the Manager 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 Five Year Strategic Plan

**Implementation of support programmes:**

To engage with Meitheal processes and single agency responses.

To promote and assist in the delivery of support programmes e.g. Parents support programmes, Strengthening Families programme and Suicide Prevention programmes, etc.

**Family Support:**

To actively engage with individuals and families in the Mid Kerry area. To provide a one-to-one non-judgemental, confidential support service. To work with diverse family units within a community setting, preferably in the context of a holistic understanding of family needs.

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**Raising the profile:**

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

**Support participation:**

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

**Accessing funding and developing programmes**:

Support the Manager to access funding through and grant writing as appropriate and supporting the development and delivery of support programmes to meet the needs of individuals and the families in the community.

**Networking:**

Liaising and networking positively with local, regional, national and international voluntary, community and statutory agencies/organisations

**Information flow:**

Keeping the Manager informed of issues arising at local community level and advising on appropriate responses. To liaise closely with relevant centre staff in order to fully meet the needs of clients. Informing the local community of the work of the organisation and the supports available to them.

**Administration work:**

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

**Confidentiality:**

To maintain confidentiality in relation to the work of the organisation.

**Accountability:**

* To work as part of a team with the voluntary Management Committee and the Manager 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 Manager

**Any other work:**

* To undertake any other work that the Management Committee or Manager deem necessary to the successful implementation of Work plan.

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| **HEADINGS****SKILLS & ABILITIES** | **ESSENTIAL*** Group work and facilitation skills
* One-to-one support skills
* Ability to make decisions on own initiative
* Clear communication skills
* I.T. skills
* Experience working with a diverse and multi-cultural setting.
* Organisational, planning and prioritising skills
* Good time management
* Own transport/Full Clean Driving License.
* Excellent report writing skills.
* A clear understanding of Community Development
 | **DESIRABLE*** Budget management/

recording* Proven experience in accessing funding
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| **EXPERIENCE &****KNOWLEDGE** | * Minimum of two years experience of paid community development work
* 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.
* Experience in group facilitation
* Experience of data analysis
 | Experience in working in a Community Organisation |
| **EDUCATION & TRAINING** | * A 3rd level qualification in Community Development, Family Support or relevant 2 years work experience
* Open to own learning development
 | Trained in the Meitheal process of support |

**Application process:**

Please email your C.V and cover letter to recruitment.kfrc@gmail.com

**Closing date for applications is Wednesday 14th May 2025**

**Interviews to be held on week beginning 19th May 2025 at Killorglin FRC**

**Salary:** The salary will be commensurate with qualifications and experience and will not be less than €33,489 per annum (pro-rata for part time positions)

**Holidays:** 22 days per annum (pro-rata for part-time positions)

**Garda Vetting:** The position is subject to the completion of a satisfactory Garda Vetting process.

**Commencement of Post** Week beginning 23rd June, 2025 following satisfactory Garda Vetting, reference and qualification check**.**

**Killorglin Community & Family Resource Services CLG is an equal opportunities employer**