***Longford Community Resources Clg (LCRL)***

***Job Description***

**Social Inclusion Programmes Manager**

April 2025

Longford Community Resources Clg, the Local Development Company for County Longford, is involved in managing a range of development programmes, for example, the Rural Development (LEADER) Programme, Social Inclusion and Community Activation Programme (SICAP), Rural Social Scheme, Tús Community Work Placement Initiative, Roma and New Communities CDP, County Longford Youth Service and the Longford Volunteer Centre. The purpose of the company is to promote positive changes in the areas of social, economic, environmental, community and cultural development throughout County Longford by empowering the communities and special issue groups to promote the development of their own areas. Longford Community Resources is motivated by, and seeks to engage, the values of dignity, autonomy, empowerment, inclusion, social justice, and environmental sustainability in our work and programmes.

**Main purpose**

To assist the CEO of Longford Community Resources in the overall management of the affairs and the operations of the Longford Community Resources Clg’s Board, in the fulfillment of its objectives and those of its intermediary bodies and in particular to be responsible for the co-ordination and to oversee the implementation and day-to-day operation of the Social Inclusion and Community Activation Programme (SICAP) and the associated projects:- Longford Volunteer Centre, Roma and New Communities CDP, Empowering Communities Programme and County Longford Youth Service.

Staff Management Responsibility

The Social Inclusion Programmes Manager is responsible for managing and supervising the performance of all the staff under SICAP and associated projects. This includes line management of the development staff team solely funded through SICAP, the Roma and New Communities CDP, Empowering Communities Programme, the Volunteer Centre Co-ordinator, Social Prescribing Link Worker and the Youth Service Co-ordinator.

Principal Duties

*Strategic Planning*

* Assist with the preparation of strategic plans and annual implementation plans for SICAP and associated projects.
* Provide strategic leadership and vision for the SICAP and associated projects, ensuring sound management of all operational activities and ensuring that all actions accord with the relevant annual plans.
* Assist the CEO in participating and contributing to relevant local, regional and national strategic planning and development processes which may have a social inclusion focus.

*Management and Supervision of Staff*

* Support the staff team in the delivery and implementation of the identified action of SICAP and associated projects, including the capacity building of the target groups which SICAP and the projects impact on.
* Carry out regular team meetings both with the whole team and with project teams as appropriate.
* Provide regular line management support and supervision sessions with relevant staff.
* Lead any recruitment of staff and deliver induction programmes for staff recruited.
* Ensure that all SICAP and associated project staff are clear about the appropriate policies and practice guidelines relevant to the work.
* Work with the Finance Team and Receptionist to ensure that proper records, for example, of staff sick leave, time in lieu and holidays, are in recorded and in order.

*Provision of Support to Staff in Carrying Out their Duties*

* Plan, manage and monitor the activities of staff in accordance with SICAP Annual Plans and relevant work plans.
* Ensure that staff are provided with relevant directives and recommendations from the CEO and the Board of Management.

*Financial Management*

* Assist the CEO and Finance Team in the preparation of budgets under SICAP and associated projects.
* Have oversight of all the budgets under SICAP and associated projects and ensure that spending is occurring in line with the annual work plans.
* Ensure that all relevant staff are aware of the finances within their projects.
* Work with the Finance Team and SICAP and associated project staff to ensure that all spending is reported on appropriately.
* Ensure financial reports are presented to the CEO, the Board of Management and to relevant funders and agencies as appropriate.

*Report Writing, Monitoring and Evaluation*

* Work with the staff and the CEO to ensure that appropriate monitoring and evaluation mechanisms are in place in order to gauge the effectiveness of the work of SICAP and associated projects.
* Ensure that all reporting guidelines for SICAP and associated projects are complied with.
* Ensure that all reports are provided, in a timely manner, to the relevant agencies such as Longford Local Community Development Committee, Pobal, the HSE etc, including up-dating the Pobal IRIS monitoring system.

*Reporting to the Board of LCRL*

* Attend monthly Board of Management meetings and provide reports, both written and verbal, on progress of the SICAP and associated projects as requested.

*Involvement with Other Longford Community Resources Clg Programmes*

* Work as part of a team within LCRL and ensure the integration and co-ordination of the work into the other programmes, initiatives and staff of LCRL.

*Interagency Work*

* Represent LCRL on any other external structures as instructed by the CEO.
* Support the involvement of other staff and Board members on relevant committees and networks.
* Ensure that good working relationships are maintained with all relevant agencies and groups.
* Work with other relevant agencies in developing strategies to counter disadvantage.

*Policy*

* Keep up to date with local, regional and national policies and their potential impact on SICAP and associated projects.
* Keep LCRL informed of relevant policies which may impact on the work being undertaken in the area of social inclusion.
* Ensure that issues and identified responses from Longford are fed into relevant decision and policy making fora.

*Networking*

* Keep up to date with relevant local, regional and national developments through networking as appropriate.
* Support the networking of the target groups of SICAP to ensure that relevant issues impacting them are highlighted and brought to the forefront of LCRL’s social inclusion work.

*Record Keeping*

* Ensure that documentation and files are maintained for the use of the Finance Team and for inspection by the Company Auditors, Longford Local Community Development Committee, Pobal and other relevant monitoring bodies.

*Fundraising*

* Identify and seek additional funding which compliments social inclusion actions undertaken by LCRL.

*Other*

* Attend training as deemed appropriate by the CEO.
* Carry out such duties as may be assigned from time to time by the CEO and/or the Board of Longford Community Resources Clg.

Reporting to

The immediate line manager for the position is the CEO of Longford Community Resources Clg, with reference to the Board of Longford Community Resources Clg.





*The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Government of Ireland, through the Department of Rural and Community Development, and the European Union.*