**JOB DESCRIPTION**

**COMMUNITY DEVELOPMENT OFFICER**

**GALWAY CITY PARTNERSHIP**

**Purpose of Job:**

Galway City Partnership is looking for a dynamic person to join our Community Development team.

You will play an active part in the development, implementation and monitoring of GCP actions, policies and procedures. Your brief will be to support community groups with a Social Inclusion focus across the city.

This role is funded as part of the Social Inclusion Community Activation Programme (SICAP).

**Responsibilities of the Community Development Officer.**

**Community Development:**

* Active support and facilitation of community groups at the various stages of their development.
* Liaison with statutory bodies, voluntary agencies and community groups in the development of strategies and action plans to combat social exclusion.
* Development of policy positions in relation to topics such as social inclusion & equality
* Preparation of funding submissions, report writing, project analysis.
* Completion of all relevant reports & management of budgets in accordance with funder guidelines.
* Support the work of relevant Galway City Partnership sub structures.
* Represent Galway City Partnership on relevant structures as required.
* Supervision of students in the Community Development section of organisation.
* Management of written and electronic filing systems.
* Administration duties including keeping the reporting system (IRIS) up-to-date, ongoing evaluation of work, preparing reports and records for funders, the company and other bodies
* To work cooperatively with other staff, board and committees in meeting the objective of the SICAP programme
* To undertake, as requested, other relevant duties

**Skills Required:**

The successful candidate will:

* Hold a relevant third-level qualification in community development/ social sciences.
* Have more than two years practical experience working in community with a demonstrated community development approach to working with the most marginalised.
* Demonstrate a thorough understanding of community based approaches to tackling social, economic and cultural exclusion in line with Community Development principles.
* Demonstrate a thorough knowledge of social exclusion and an understanding of the issues affecting our target groups.
* Demonstrate their commitment to human rights and social justice and to work from an anti-racist perspective
* Demonstrate the ability to work with a diverse range of stakeholders, including; community groups, statutory agencies, local agencies and funders.
* Excellent communication, facilitation and interpersonal skills
* Demonstrate a passion, energy and positive attitude towards our work.
* Demonstrate the ability to set clear objectives and achieve defined targets.
* Demonstrable capacity to work on own initiative and as part of a team
* Demonstrate an understanding of the overall integrated programme of work of Galway City Partnership.

**Desirable**

* Full driving licence and access to transport.

This position is for 28 hours per week over 4 days, and the salary is €31,055 per annum pro rata (€24,844)