



Rialtas na hÉireann
Government of Ireland

This project is funded by Department of Rural and Community Development

ICON is seeking to recruit a **Community Development Project Leader** (Community Development Pilot Programme)

Post:	Community Development Project Leader
Reporting to:	Coordinator
Project:	ICON has been chosen as one of the pilots for the Community Development Programme from the Department of Rural and Community Development. Our project focuses on women in private rented accommodation in the northeast inner city.

Key Duties:
Women in Private Rented Accommodation <ul style="list-style-type: none">• To implement the ICON project and contribute to the objectives of the programme.• To develop relationships, work with and support private rented tenants, aiming to build and strengthen their capacity to participate in decisions affecting their lives and in their community.• Build a grassroots campaign by accessing tenants living in rented accommodation in the NEIC with a focus on those in poor quality housing and in receipt of rent supplement.• To ascertain the needs of the tenants through participatory methodologies with a view to establishing tenants' groups/ forums in target areas.• Identify skill needs and organise training and other events to build community capacity in response to identified needs.• Represent, promote and maintain a positive attitude and image for ICON as an advocate for tenants' rights.• Facilitate an empowering collaborative approach to building relationships and undertake cooperative initiatives between marginalised groups, mainstream services and decision-making bodies.• Showcase and profile the benefits of an autonomous approach to community development in relation to existing, new and emerging issues.• To meet targets and milestones as set out within the project and contribute to the overall monitoring and evaluation systems.
Advocacy and Individual Support <ul style="list-style-type: none">• To develop and oversee the ICON Housing Information and Advocacy Service, in relation to private rented accommodation.

- To work, as part of a team, to provide an efficient and effective advice and advocacy service to residents who contact ICON for assistance with a range of issues.
- Undertake follow-up work on behalf of clients including advocacy, negotiation and mediation with statutory organisations including Dublin City Council and the HSE.

Networking

- To engage with other groups and projects/networks as considered appropriate.
- Support local networking / promoting collective action between individuals and community groups.

Administration and Other Work

- To contribute to the overall development of ICON as an organisation working to change the underlying causes of poverty and social exclusion.
- To contribute to ICON's research and lobbying function, particularly by identifying issues which have wider policy implications.
- To work as part of the ICON team in developing and maintaining a community development approach within the NEIC that will assist local people to identify issues and find solutions to their own needs.
- Promoting an understanding of ICON within the local area to encourage participation.
- To attend training sessions and staff meetings.
- To undertake other tasks which the Co-ordinator or Board of Management may assign from time to time.
- Undertake administration associated with the project events and initiatives, keeping an up-to-date electronic filing system.

Person Specification, Development Worker

	Essential	Desirable
Knowledge and Experience		
Practical knowledge and understanding of community development	*	
Minimum experience of 5 years working in community development within a setting of significant social need	*	
A recognised qualification in Community Development/ Community Work or similar field	*	
Experience of work with communities on issues affecting women and/or vulnerable groups	*	
Knowledge of the private rented housing sector in Ireland	*	
Demonstrated experience in establishing and developing groups	*	
Skills and Aptitude		
Good leadership, motivational and organisational skills	*	
Ability to prioritise and manage workload	*	
Capable of working both on own initiative and as part of a team	*	
Administration skills including use of IT (Word/ Excel/ Outlook)	*	
Excellent written and verbal communication	*	
Excellent listening skills and confidence in talking to people both in groups and on a one-to-one basis	*	
Ability to represent the organisation and network with other agencies and develop relationships in a professional manner	*	
Excellent group work skills	*	
Experience of managing staff		*
Personal Qualities		
Commitment to a community development ethos	*	
Enthusiastic, adaptable, outgoing, approachable and resilient	*	
Commitment and enthusiasm	*	

Note: This job description is not intended to be an exhaustive list of duties and responsibilities of the post, and the post holder may be requested to carry out other duties appropriate to the grade of the post. The post may change over time to meet organisational/personal requirements, and this job description may be changed after consultation with the post holder.

Salary	€44,000- 48,000
Contract Length and Type	This post is for a 12 month contract with continuation subject to securing funding.
Funding	Department of Rural and Community Development Community Development Programme Pilot Programme
Working Week	You will be required to work 35 hours a week. There will be some evening/weekend work with time given in lieu of any additional hours.
Location	22 Lower Buckingham Street, Dublin 1
Reference	Appointments are subject to receipt of a minimum of two satisfactory references.
Probationary Period	New staff appointed to this post will be subject to a 3-month probationary period.

