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An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



Social Inclusion & Community Activation Programme

SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG

Invites tenders for

Social Inclusion & Community Activation Programme (SICAP) Book-keeping Mentors

The South Kerry Development Partnership CLG invites tenders for the above positions in order to create a panel of Book Keeping Mentors.

The aim of SICAP is to reduce poverty and promote social inclusion and equality through supporting communities and individuals using community development approaches, engagement and collaboration.

The Book-Keeping Mentors will support the delivery of the SKDP SICAP Programme 2018 – 2022 strategic enterprise objectives and priorities by providing Back to Work Enterprise Allowance Clients with targeted training support at the outset of their business journey so as to help increase enterprise clients long-term viability.

Experienced Mentors will provide advice and assistance in Book-keeping on an individually tailored basis. The Book-keeping Mentors will work collaboratively with the SKDP SICAP Enterprise Team.

Tenderers should have:

- A good educational background, holding a recognised qualification in accounting/business or equivalent professional qualification in an allied field of expertise would be extremely desirable
- Possess at least 2 years' experience of working in a similar support role
- Experience of working with marginalized/disadvantaged individuals would be a distinct advantage.
- Tenderers must hold a current full driving licence and have his/her own car in order to provide an outreach service through SKDP Offices.
- Tenderers must have the ability and necessary equipment in order to offer a virtual / online book keeping service to clients where necessary.

The contract period will run from February 2021 to December 2022.

Application, in the form of:

- A Curriculum Vitae and
- Proposed Costing Structure inclusive of Vat – per hour per client

(Please note **maximum** fee payable by SKDP will be €40)

Applications should reach:

Joanne Griffin, Enterprise Officer by email on jgriffin@skdp.net

Not later than 5:00 p.m. on Friday 26th February 2021

The Social Inclusion and Community Activation Programme (SICAP) 2018-2022 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employment, Inclusion and Learning (PEIL) 2014-2020