



## SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG

### Job Description

#### Community Link Worker

##### ***About the Community Link Initiative***

South Kerry Development Partnership CLG has recently secured funding from the Dept. of Rural & Community Development to employ a Community Link Worker.

Over an 18-month period, the Community Link Worker will work with local communities across county Kerry and help build community resilience against misinformation and prejudice by working with the local community before, during and after the arrival of International Protection Applicants (IPAs) and where IPA Centres are already in use.

The focus of the work at a local level will be to directly engage with local communities to understand and tackle challenges and concerns in the context of migrant integration locally. Distinct from other roles operating in this space, the Community Link Workers will engage with residents already living in the local community as their primary focus, rather than providing services and support directly to IPAs.

The Community Link Worker will use a community development and inclusion approach to address concerns of local communities and assist them in developing constructive responses to numbers of International Protection Applicants in their local area. The Community Link Worker will do this by strengthening the capacity of the community to work together and with key voluntary and statutory organisations and structures, with a focus on establishing facts, counteracting misinformation, engagement on community concerns and working to develop inclusive responses to migrant integration.

**South Kerry Development Partnership now have a vacancy for one community Link Worker.**

##### ***Job Description***

##### **Education, Training, Experience, etc.**

- ❑ Ideally the person will have a relevant third-level qualification in Community Development, Social Science, or related field or equivalent years of professional experience.
- ❑ At least 3 years' experience of engaging with disadvantaged people at a community/local level.
- ❑ Experience of delivering community development approaches, local needs analysis, planning and addressing social exclusion issues.
- ❑ Experience of communicating complex and frequently developing information in a succinct, easy to understand form.
- ❑ Strong communication and organisational skills, capable of liaising with a wide variety of stakeholders and conveying detailed information to relevant parties in a timely manner.
- ❑ Experience of mediating disputes, working with all parties to develop a mutually agreeable approach to resolving conflict.

- ❑ Understanding and experience of working with statutory and local/community development infrastructure and knowledge of the national/local policy context that they work in.
- ❑ Have experience in project management and delivering projects with a defined timeline and work plan.
- ❑ Experience in design and delivery of capacity building supports within the community sector.
- ❑ Be able to demonstrate leadership skills.
- ❑ Have excellent communication, facilitation and report writing skills.
- ❑ Have an appreciation of cultural diversity and social inclusion.
- ❑ Be proficient in MS Office packages including Word, Excel, Power-Point, Outlook etc.
- ❑ Consent to be garda vetted.
- ❑ Full Clean Driving License with access to a car.
- ❑ Maintain high professional standards.

## **Main Duties**

### **Community Development & Support**

- ❑ Identify specific geographic areas in County Kerry that require support, and work to engage with residents in the area, to provide relevant supports through community development principles.
- ❑ Work with community leaders and structures to scope out local issues and co-create a solutions-focused approach to positive inclusion and integration.
- ❑ Help establish, develop and/or grow relationships between the community and International Protection Applicants, with the support of other relevant stakeholders in the area.

### **Partnership & Collaboration**

- ❑ Facilitate a collaborative approach and develop a coordinated response with the community and other stakeholders in developing a clear annual plan including:
  - mapping out needs and services of the targeted area with associated resources.
  - putting required supports and structures in place to address any weaknesses and strengthen the capacity of the local community to engage meaningfully with migrant integration efforts.
- ❑ Engage, when required, with other Community Link Workers, the CCP Co-Ordinator and/or the Department of Children, Equality, Disability, Integration and Youth's (DCEDIY) Community Engagement Team to ensure work is complementing national Community Engagement efforts.
- ❑ Engage, when required, with the Kerry Community Integration Forum, the relevant Local Area Response Teams and the Local Authority Integration Team (LAITs) in Kerry to identify barriers to integration and highlight knowledge and service provision gaps for example.
- ❑ Collaborate and work very closely with the other local development companies in County Kerry, NEWKD and IRD Duhallow.
- ❑ Engage regularly with all relevant local voluntary & statutory organisations.

### **Communication**

- ❑ Maintain regular communication channels with the local community, conveying information as it becomes available on the arrival of new community members, counteracting misinformation on immigration.

## **Reporting and Governance**

- ❑ To ensure that the work plan is inclusive of all communities living in the targeted area and oversee work plan implementation, develop progress reports and flag challenges, delays and possible risk factors as they emerge.
- ❑ To provide progress reports and briefings to SKDP, NEWKD & IRD Duhallow and the LDCN Co-Ordinator for collation and onward submission to the Department.
- ❑ Provide project activity updates submitted to the Department with the CCP Coordinator in LDCN, with a view to informing ongoing research and policy.
- ❑ To collaborate with other Community Link Workers and the CCP at a national level in the researching, developing and expanding of good practice, contributing to the overall development of community integration work across Ireland and in empowering communities to develop positive responses to migrant integration challenges.

## **Administration & Finance**

- ❑ Maintain appropriate documentation as required, by collating program participation data, documenting project successes and challenges.
- ❑ Provide monthly reports and project updates and findings as requested.
- ❑ Undertake administrative duties, related to the post, as required.
- ❑ In collaboration with the SKDP Financial Administrator, keep track of expenditure in line with organisations financial procedures and the projects budget.

## **Training and Continuing Professional Development**

- ❑ Complete all training programmes as directed.
- ❑ Participate in professional supervision, as required.

The above duties and responsibilities are not intended to be a complete list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

## ***Post Location***

The posts will be work-based at one of the Partnership Offices at West Main Street in Cahersiveen/ Library Place, Killorglin/ 21 Henry Street, Kenmare /37 Hight Street, Killarney Co. Kerry. The Community Link Worker will be required to travel throughout the Kerry area. The successful candidates may apply for a Hybrid method of working upon successful completion of the probationary period.

## ***Employment Administration and Responsibility***

The payment of salary, travel & subsistence, and other matters relating to the financial administration of the post will be the responsibility of the South Kerry Development Partnership CLG.

## ***Reporting To***

The Community Link Worker will report to the SKDP CEO.

## ***Particulars Of Employment***

The Community Link Worker will be employed by South Kerry Development Partnership CLG on a full-time (37.5 Hours Per Week) fixed term contract basis. The contract period will run for a period of 18 months.

**Salary:** - The salary for the position will be commensurate with qualifications and experience.

**Pension**

Upon successful completion of the probationary period, the Community Link Worker will be eligible to enrol in the company's voluntary pension scheme. For members of the scheme, SKDP will make employer pension contributions of 10% of the gross salary of the participating staff member. The Community Link Worker will be required to make a minimum 5% contribution.

**Traveling & Subsistence Expenses:** - Travel & subsistence expenses will be paid at approved Partnership rates.

**Selection**

- i. Selection shall be by means of competition-based interview.
- ii. A panel will be formed on the basis of such interview.
- iii. Candidates may be short-listed on the basis of relevant qualifications and experience as set out in their application. The short-listed candidates will be invited to attend for interview. South Kerry Development Partnership CLG will not be responsible for any expenses incurred by candidates in attending for interview.
- iv. The Board of South Kerry Development Partnership CLG shall require persons to whom appointments are offered to take up such appointment within a period of not more than one month.
- v. Appointment to the role is subject to the candidate's eligibility to work in Ireland.

*South Kerry Development Partnership CLG is an equal opportunities employer which welcomes applications from any individuals with the relevant skills and abilities to help make its diverse workforce more effective.*

**South Kerry Development Partnership acknowledges the assistance of the Dept. of Rural & Community Development in supporting this post.**