



## JOB DESCRIPTION

- Role:** Community Development Officer
- Employer:** Muintir na Tíre
- Reporting to:** Chief Executive Officer
- Hours:** Fulltime. Part-time job-sharing may be considered. Flexible working hours, including attending evening meetings.
- Salary:** Depending on experience and qualification
- Conditions:** 1 year fixed term contract, including probationary period. The intention is to extend this, subject to funding. Own car and full clean driving licence required. Successful candidate will need Garda vetting.
- Location:** Tipperary Town / home based. Some attendance in Tipperary Town will be required but this can be negotiated.
- Overview:** Muintir na Tíre currently supports approximately 200 Community Councils nationwide. This person will support those Community Councils and seek to expand the number, through forming new Councils and converting other groups. The supports will include advising Councils on structures, needs analyses, funding opportunities, etc.
- The person will also have responsibility for developing resources (handbooks, guidance documents, etc), both printed and web-based, for these groups.
- The person may also be allocated responsibility for specific projects (e.g. developing volunteer loyalty programme). He or she will also be expected to input into funding applications.
- Liaising with other bodies (Local Authorities, Local Development Companies, etc) in the sector will be an important part of the role.
- Muintir na Tíre also operates the Community Alert programme, supporting over 1,400 groups. 5 dedicated Development Officers cover this programme but the person will need to work in partnership with them.
- Skills:** The successful applicant **will**:
- Be a confident presenter and facilitator at meetings
  - Be a good networker
  - Have a good command of spoken and written English
  - Have a good knowledge of the community and voluntary sector
  - Be IT literate, with a good knowledge of Microsoft Office.
  - Be self-motivated and demonstrate the ability to work alone or with a team

Desirable additional experience would include, **some or all** of:

- A clear understanding of the theoretical framework of Public Sector and the Community and Voluntary Sector
- Knowledge of Statutory and Voluntary Agencies in their role in service provision
- Knowledge and/or experience of organisational development
- Experience of developing and or facilitating training days and workshops.
- Ability to develop learning responses
- Change management experience
- Experience of working with volunteers
- Experience of working with people in voluntary and community sector organisations
- Knowledge of issues relating to community development
- Use of IT services including posting content to websites and eBulletins, and management of databases such as MS Access or salesforce.com
- Ability to manage conflict resolution situations at local community level

Qualifications: The applicant should have at least a level 7 QQI qualification in an area relevant to Community Development.

Experience: Applicants should be able to demonstrate some experience in the relevant area.