



SOCIAL INCLUSION & COMMUNITY ACTIVATION PROGRAMME



ROLES, RESPONSIBILITIES & SPECIFIC DUTIES

Job Title – Community Development Worker – Goal 1

Reports to: Team Leader Goal 1

Role:

To work as part of the team to achieve the objectives and targets of Goal 1 within SICAP Requirements as follows.

Developmental Support to Community Groups:

- To co-ordinate and support members of communities in Waterford to identify issues affecting their lives and to engage in ways of addressing these issues collectively
- To promote an understanding of community development amongst groups
- To promote the principles and practices of community development amongst groups
- To be aware of the three stages of the community development matrix within SICAP Requirements
- To be knowledgeable of the type of support required at the different stages of the matrix
- To emphasise with groups the importance of citizen engagement
- To be aware of the different needs of groups be they area based or issue based
- To target groups which historically have been under-represented in the community
- To be aware of the services required to assist the development of community groups
- To encourage groups to promote equality in their own groups and in the local community
- Have knowledge of strategies that will assist groups to build their capacity
- To encourage members of local groups to participate in local, regional and national decision making structures
- To work with the team to develop and facilitate strategic collaborative frameworks and networks as part of the means of tackling social exclusion
- To undertake direct support/training with local groups such as group work skills, leadership skills, committee skills etc.



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- To assist groups with fundraising and policy development
- To encourage groups to focus on matters relating to health and wellbeing of the community

Administration Work:

- To register groups on IRIS – internal CRM data system
- Create and maintain beneficiary files as per programme requirements
- To manage a budget allocated by the Team Leader

Internal Procedures:

- To achieve allocated SICAP targets by the Team Leader
- To report on matters related to the work as requested
- To participate in performance review processes
- To observe confidentiality both within the organisation and also with outside agencies and individuals
- Undertake such duties as may be required and/or requested by the CEO from time to time



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