



## County Wicklow Partnership Employment Opportunity

### Role Title:

**SICAP Programme Co-ordinator (Part-time Maternity Leave Cover)**

### Reporting To:

**Chief Executive Officer**

### Role Purpose:

To line manage the delivery of the Social Inclusion and Community Activation Programme (SICAP) 2018-2022 for the Municipal Districts of Arklow, Baltinglass and Wicklow from April-December 2020, working 21 hours per week. The workload will include the line management of the County Wicklow Partnership (CWP) SICAP team, overseeing and managing the annual plan targets and programme key performance indicators to ensure annual programme targets are met, manage the programme budgets and participate in various committee's and interagency meetings to ensure the SICAP annual plan and outcomes are achieved.

### Key Responsibilities:

#### MANAGEMENT

As a member of the CWP Central Co-ordination Team, the post-holder is expected to have direct input across the range of CWP activities. Specific additional responsibilities may be allocated as well as, or instead of, the duties outlined below. Key management responsibilities are:

- **Strategic Input** – participate in CWP's line management meetings and contribute to the strategic direction of SICAP and CWP on an ongoing basis. She/he will represent the organisation on relevant Forums and Networks to further these aims.
- **Team/Staff Management** – Provide supervision and line-management to the SICAP staff team
- **Programme Management** - Co-ordinates the effective and efficient delivery of SICAP 2018-2022 during the April-December 2020 timeframe, ensuring that there is full compliance with the terms of the funding contract
- **Administration** – Oversee and sign off on the SICAP administration which meets the requirements of the Board and Funding Agencies
- **Reporting** - Submits management reports on programme activities, costs and outcomes, to CEO and/or Board/Sub committees and to funding agencies as required.
- **Budgeting** - In conjunction with the CEO and the Head of Finance & Administration prepare and monitor the spend of the SICAP budget on an ongoing basis.
- **Programme Evaluation** – Based on the objectives of the company and SICAP 2018-2022 Strategic Plan, ensure that the programme is evaluated against identified needs and programme criteria.
- **Project Files and Auditing** -To oversee the maintenance of project files and the entering of supports on the IRIS system by the SICAP Monitoring & Evaluation Officer. Coordinate and manage the SICAP staff team in preparation for external programme auditing by the LCDC or external funding agencies.
- **Co-operation with other programmes within CWP** - Ensure a focus on close collaboration with other programmes delivered by CWP in order to facilitate the needs of clients/communities as well as the objective/mission of the company.

#### DEVELOPMENT ACTIVITIES

- **Developing awareness/Outreach** - Meets with interested individuals and groups/communities to provide information on the variety of activities which are suitable for support under SICAP 2018-2022.
- **Represent CWP** at meetings and events where information about SICAP is disseminated.

The post-holder is expected to be flexible in the performance of his/her duties. The above duties are not exhaustive and may be reviewed by the CEO at any time.

## Relationships:

- Reports to the CEO, with most interaction being on strategic, team work planning and budgeting matters.
- Has day to day management responsibility of the CWP SICAP Team.
- Interacts regularly with other members of the CWP Central Co-ordination Team (which includes the CEO and Head of Finance & Administration) on strategic planning and day to day programme and organisation management issues.
- Has regular input to the CWP Board updating on the operational aspects of service/programme delivery
- Provide reports to the appropriate sub-committee(s) of Wicklow Local Community Development Committee (LCDC) which is the contracting body.
- Frequent liaison with the various funding agencies, clients, potential clients, community groups and members of the public.

## Requirements:

### Knowledge & Skills

#### **Essential:**

- A recognised third level qualification in community development/ social inclusion/ HR management or related field
- A minimum of four years paid employment experience at senior management level and preferably in the management of government funded programmes
- Proven experience of managing and supervising staff in a multi-disciplinary environment
- Experience of project management, planning, implementation and evaluation
- Experience of ensuring that projects/programmes meet the terms of the funding contracts
- Experience of engaging, developing and implementing initiatives with hard to reach communities
- Experience of working directly with SICAP target group individuals and communities
- The post holder must have a full clean driving licence and access to your own car as travelling will be a core component of the role

#### **Desirable:**

- Knowledge and experience of SICAP and the Integrated Reporting Information System (IRIS) and/ or other excel based reporting systems

### **Core Competencies**

*The following core competencies are necessary in order to effectively carry out the role:*

#### **Management/Teamwork**

- Ability to lead, motivate and manage staff to ensure that the team contributes fully to the organisation's goals
- Coaches, mentors and supports staff to enable them to reach challenging programme targets
- Ability to work effectively and co-operatively with others, establishes and maintains good working and interpersonal relationships
- Creates a climate of team-working

### **Project Management**

- High level of report writing skills.
- Ability to plan, implement and evaluate work programmes
- Ability to effectively carry out community, target group and client needs analysis
- Focuses on and produces results, prioritises objectives and schedules work to make best use of time and resources
- Takes a leading role in initiating actions, anticipates problems or difficulties and thinks creatively to devise solutions

### **Strategic Planning**

- Actively contributes to the development and implementation of the Company's strategies, plans and objectives
- Understands the National/Local policy context of the work, forecasts likely reactions of others and plans accordingly
- Makes informed decisions or judgments based on logical processing of information, sound thinking and problem solving
- Identifies key information sources, gathers and analyses information and presents this in a coherent manner

### **Communication/Influencing**

- Demonstrates effective communication style appropriate to audience and situation from an array of skills in presentations, written and verbal communications
- Exhibits strong listening skills, can eliminate influences of culture and language to identify the other party's core message
- Creates a positive impact and conveys confidence and credibility to others
- Listens, empathizes and responds effectively to customer needs

### **Outreach Work**

- Ability to directly provide outreach work to targeted individuals and communities
- Ability to engage hard to reach communities

## **LOCATION**

This position will be based in County Wicklow Partnerships Head office in Arklow, County Wicklow. There will also be regular travel to other company offices and meetings across County Wicklow and occasionally outside of the County.

## **ADDITIONAL REQUIREMENTS**

There will be a requirement, from time to time, to working outside of the standard day for meetings, events and other activities that are being delivered by the SICAP programme.

## **Terms and Conditions**

### **Garda Vetting**

- Garda vetting will apply to this post

### **Salary**

- Commensurate with experience and qualifications.

### **Contract**

- Part-time contract (21 hours per week), to start mid- April (date to be confirmed) up until 31<sup>st</sup> December 2020. A three-month probation period will apply.

## Application

Application by completion and submission of CWP application form accompanied by a cover letter. Applications can be downloaded from our website (news section) or requested by emailing [koconnor@wicklopartnership.ie](mailto:koconnor@wicklopartnership.ie). A Curriculum Vitae will not be accepted as a valid application. Only applications made on the official form will be considered.

Please mark the envelope *'Private & Confidential, SICAP Coordinator Maternity Leave Position, CEO, County Wicklow Partnership, 3<sup>rd</sup> Floor, Avoca River House, Bridgewater Centre, Arklow, Co. Wicklow.* No email applications will be accepted, hard copy applications only. The closing date for receipt of applications is not later than **5p.m. on Monday the 2<sup>nd</sup> March 2020.**

Interviews will take place on **Monday the 9<sup>th</sup> of March.**



Rialtas na hÉireann  
Government of Ireland



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