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| **County Wicklow Partnership**  |
| **Role Title** | **Reporting To:** |
| **Social Inclusion Manager (Maternity Leave Cover)** | **Chief Executive Officer** |
| **Role Purpose:** |
| To line manage the delivery of the Social Inclusion and Community Activation Programme (SICAP) 2018-2023 for the Municipal Districts of Arklow, Baltinglass and Wicklow from mid July 2022 for a 12 month contract, working 35 hours per week for a 12-month duration (exact dates to be confirmed with the successful candidate). The workload will include the line management of the County Wicklow Partnership SICAP team and line management of the staff member hosted by the East Coast Regional Drugs and Alcohol Taskforce, overseeing and managing the SICAP annual plan targets and programme key performance indicators to ensure annual programme targets are met, liaise with our funders and adhere to all reporting and auditing requests, manage the programme budgets, participate in various committee’s and interagency meetings to ensure the SICAP annual plan and outcomes are achieved and work alongside the SICAP team to develop the submission for the successor SICAP programme. |
| **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** –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 and East Coast Regional Drugs and Alcohol Taskforce Worker
* **Programme Management** - Co-ordinates the effective and efficient delivery of SICAP 2018-2023, ensuring that there is full compliance with the terms of the funding contract and annual plan targets and programme key performance indicators are achieved
* **Administration** – Oversee and sign off on the SICAP administration which meets the requirements of the Board and Funding Agencies
* **Reporting** - Submit 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 2018-2023 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.
* **Programme planning-** work alongside the SICAP team to develop the submission for the successor SICAP programme and the 2023 annual plan
* **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 2018-2023.
* **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 Social Inclusion Team.
* Interacts regularly with other members of the CWP Central Co-ordination Team 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.
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| **Requirements:** |
| **Knowledge & Skills** |
| ***Essential:*** * A recognised third level qualification in community development/ social inclusion/ HR management or related field
* 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
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| 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 goalsCoaches, mentors and supports staff to enable them to reach challenging programme targetsAbility to work effectively and co-operatively with others, establishes and maintains good working and interpersonal relationshipsCreates 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 resourcesTakes 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 objectivesUnderstands the National/Local policy context of the work, forecasts likely reactions of others and plans accordinglyMakes informed decisions or judgments based on logical processing of information, sound thinking and problem solvingIdentifies 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 communicationsExhibits strong listening skills, can eliminate influences of culture and language to identify the other party’s core messageCreates a positive impact and conveys confidence and credibility to othersListens, 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
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| **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. Appropriate mileage will be reimbursed. |
| **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*** 12 month contract, 35 hours per week. 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 the News section of County Wicklow Partnership website or requested by emailing recruitment@wicklowpartnership.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, Social Inclusion Manager Maternity Leave Position, CEO, County Wicklow Partnership, 3rd Floor, Avoca River House, Bridgewater Centre, Arklow, Co. Wicklow* or email torecruitment@wicklowpartnership.ie The closing date for receipt of applications is not later than **5p.m. on Tuesday the 14th June 2022.** |

