



County Wicklow Partnership	
Role Title	Reporting To:
Social Inclusion Manager (Maternity Leave Cover)	Chief Executive Officer
Role Purpose:	
<p>To line manage the delivery of the Social Inclusion and Community Activation Programme (SICAP) 2024-2028 for the Municipal Districts of Arklow, Baltinglass and Wicklow from mid July 2024 for a 15 month contract, working 35 hours per week (exact dates to be confirmed with the successful candidate). The workload will include being a key player on the CWP Leadership team providing strategic input and management oversight, the line management of the County Wicklow Partnership SICAP team (11 individuals), 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 compile and submit all required reporting and annual plan submissions.</p>	
Key Responsibilities:	
MANAGEMENT	
<p>As a member of the CWP Leadership 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:</p> <ul style="list-style-type: none"> • 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 • Programme Management - Co-ordinate the effective and efficient delivery of SICAP 2024-2028, 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 2024-2028 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, support and manage the SICAP staff team in preparation for external programme auditing by the LCDC or external funding agencies and engage in this process as required. • Programme planning- work alongside the SICAP team to develop the submission of the 2025 annual plan based on current and emerging needs of target groups • 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** - Meet with interested individuals and groups/communities to provide information on the variety of activities which are suitable for support under SICAP 2024-2028. Participate and lead out on promotional campaigns to highlight the services and supports of SICAP and CWP.
- **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 Leadership 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.

Requirements:

Knowledge & Skills

Essential:

- A recognised third level qualification in community development/ social inclusion/ HR management/ related field or relevant work experience in a similar role
- 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 vision, mission and values
- Mentorship and support to staff
- 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 individuals 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. Appropriate mileage will be reimbursed.

ADDITIONAL REQUIREMENTS

There will be a requirement, from time to time, to working outside of the standard work 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

- 15 month contract, 35 hours per week. A six month probation period will apply.

Application

Application by submission of CV and detailed Cover Letter outlining your suitability and skill set for the position.

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 to recruitment@wicklowpartnership.ie The closing date for receipt of applications is not later than **5p.m. on Friday 17th May**. Interviews will take place on the week of **27th of May**.



Rialtas na hÉireann
Government of Ireland



Có-mhainithe ag an
Aontas Eorpach
Co-funded by the
European Union



pobal
government supporting communities



SICAP
Social Inclusion &
Community Activation
Programme



County Wicklow Partnership



LCDC
Comité um Fhorbairt Pobail Áitrial
Comité um Fhorbairt
Wicklow Local Community Development
Committee

“The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.”