



**Job Description – Social Inclusion and Community Activation Programme
(SICAP) Project Officer**

Job Title:	SICAP Project Officer
Duration:	Present to 31 st December 2024
Probationary Period:	6 months
Salary:	Salary Scale - €37,436 - €42,525 gross salary per annum pro-rata depending on experience and qualifications.
Hours:	Full time / part-time
Reporting to:	Team leader and CEO
Location:	Eir Building, Clifden, Co. Galway

Background:

FORUM Connemara is a rural development partnership of voluntary, community and statutory bodies based in Connemara. Established to address local disadvantage, FORUM Connemara has been working for the past thirty-four years to empower groups and individuals in the project area. All its programs adhere to the principles of community development.

Social Inclusion and Community Activation Programme (SICAP)

SICAP, the Social Inclusion and Community Activation Programme, is a vital initiative aimed at combating poverty, social exclusion, and inequality. It provides funding and support for community groups, individuals, and marginalised communities to enhance their skills, access education, employment, and other opportunities. SICAP delivers targeted interventions, including training, advice, and advocacy services. By fostering community empowerment and participation, SICAP promotes social cohesion and sustainable development, ultimately striving to create a more inclusive and equitable society for all.



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This project is co-funded by the Government of Ireland and the European Union.

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 Union through the European Social Fund Plus under the Employment, Inclusion, Skills, and Training (EIST) Programme 2021-2027



Job Description

The SICAP Project Officer plays a pivotal role in implementing the Social Inclusion and Community Activation Programme (SICAP) initiatives. Responsibilities include assessing community needs, developing and delivering targeted interventions, and fostering partnerships with local stakeholders. The officer facilitates access to education, employment, and support services for marginalised groups, promoting social inclusion and empowerment. They monitor project outcomes, ensure compliance with funding requirements, and report on progress to stakeholders. With strong communication and organisational skills, the SICAP Project Officer collaborates with diverse groups to address social challenges and enhance community resilience and cohesion.

Responsibilities

The SICAP Project Officer will work as a member of the SICAP team and will be responsible for:

- Establishing contact with individuals and groups in local communities especially disadvantaged communities targeted under SICAP 2018 – 2023 (LPTGs)
- Engaging in outreach work in local communities to assess local needs and develop relationships, meeting local voluntary groups and service providers.
- Supporting local communities in collective action to address local issues and develop community initiatives.
- Linking individuals and groups in disadvantaged communities to resources and supports available through state agencies and other service providers.
- Linking individuals and groups to resources available through FORUM Connemara including SICAP, LEADER, WorkAbility, TUS, RSS and Community Employment etc.
- Promoting social inclusion and rural development in local communities through effective use of community development principles and practice.
- Facilitate the establishment of community group and social enterprise networks in Connemara and their integration into wider region and national networks.

Duties

The duties of the SICAP Project Officer will include:

- Work as part of the SICAP team to deliver the SICAP contract in mainland Connemara.
- Establishing initial contact with individuals and groups in several local community settings across Connemara.
- Liaising with key stakeholders who engage with disadvantaged communities including service providers, state agencies, existing community, and voluntary groups.



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- Monitor project timelines, KPIs and deadlines to ensure timely delivery of reports and tasks.
- Supporting local communities to engage in collective action and form / reestablish local community groups and social enterprises.
- Monitor impact, gather data and carry out research and evaluation.
- Assisting groups to carry out local needs assessment and prepare action plans.
- Supporting groups to recruit volunteers and source funding.
- Supporting local community groups to develop projects to address needs in disadvantaged areas.
- Raise awareness and promote the programme.
- Linking local community groups to supports including local and national funding sources and education / training services.
- Organising specific initiatives to engage hard to reach communities.
- Linking individuals living in disadvantaged areas to further education, training and employment opportunities.
- Report to the SICAP team leader, the CEO, the COO, the LCDC, Galway County Council and others as required.

Experience and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Relevant qualifications & training. • Previous experience of working in social inclusion programmes, community groups and marginalised people. • Ability to work collaboratively and develop effective networks with employers, community organisations, educators etc. • Ability to work collaboratively with diverse groups and stakeholders. • Full, clean category B driving license with own transport. 	<ul style="list-style-type: none"> • Experience of working in a rurally isolated environment.



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Skills & Aptitudes

Essential	Desirable
<ul style="list-style-type: none"> • Commitment to the values of inclusion and empowerment. • Strong organisational, communication, ICT (word, excel), financial and report writing skills. • Strong communication & facilitation skills. • The capacity to conduct work in English (written and oral) is an essential requirement for this role. • Demonstrated ability to prioritise tasks and problem-solve. • Strong attention to detail and ability to prioritise tasks effectively. • Management of sensitive data and confidential information. • Accurate and methodological approach. • Ability to work as part of a team and one's own initiative. • Motivated and enthusiastic. 	<ul style="list-style-type: none"> • Data entry on CRM systems e.g. IRIS. • Marketing &/ social media skills. • Train the Trainer qualification.

Selection:

Following the advertised closing date, the selection process for the post will include shortlisting, structured interviews and reference checks and vetting through the National Vetting Bureau. The successful candidate must complete all training necessary for the post.

This job description is not intended to be exhaustive. The post-holder will be required to adopt a flexible attitude to the duties and work times which may have to be varied.

A panel may be formed from which existing and future similar vacancies may be filled. You may opt to join such a panel, subject to the outcome of this recruitment process.



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