



Galway City Community Network CLG

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Galway City Community Network

Development Worker

Galway City Community Network, the Public Participation Network in Galway City, is seeking a skilled, motivated person for the position of GCCN Development Worker, initially on a one-year contract. The GCCN Development Worker will be a strongly motivated person, with a strong sense of commitment to the ideas and values inherent in the work of PPN. The role of the GCCN Development Worker is to work with the GCCN Co-ordinator and the Secretariat to ensure that GCCN meets its objectives to:

- Advance the values of sustainability, equality, culture, community, empowerment and inclusivity and embed these in the policies, programmes and practice of local government, state organisations, national government and civil society.
- Develop and implement progressive models of and approaches to representation, participation and engagement for civil society in informing and shaping policy development and implementation.

The GCCN Development Worker will be based in the GCCN office in the Westside, Galway

Please download the job description and person specification and forward your CV and **a letter of application highlighting your qualifications, skills and experience that are relevant to the post as outlined** by July 22nd to info@galwaycitycommunitynetwork.ie

Please use the subject line **GCCN Development Worker** in all correspondence

GCCN Development Worker Job Specification

Objectives of the Post

The duties of the post will support the GCCN objectives to:

- Facilitate the participation and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion and community & voluntary sectors on decision making bodies
- Strengthen the capacity of communities and of the environmental, social inclusion and voluntary groups to contribute positively to the community in which they reside / participate
- Provide information relevant to the environmental, social inclusion and community & voluntary groups and act as a hub around which information is distributed and received.

Duties & Responsibilities

The GCCN Development Worker will be responsible for:

- The development of GCCN membership, including a focus on increased participation from diverse groups and organisations, and induction to new members.
- The provision of support to the GCCN Linkage and Thematic Groups including:
 - The organisation of linkage group meetings.
 - Supporting linkage and thematic groups to identify actions and follow-up on decisions made by the linkage groups and thematic groups
 - The provision of technical assistance and support to GCCN members, linkage groups and representatives, including policy research and analysis and drafting the submissions for agreement
- Support for GCCN representatives including:
 - Organising preparatory meetings with GCCN representatives in advance of meetings of structures on which GCCN is represented
- Engagement at national level, including the PPN Worker Network
- Engagement and development of collaborative initiatives in Galway City as directed by the GCCN Co-ordinator

The GCCN Development Worker will share responsibility for:

- Reports and updates to the GCCN Secretariat, GCCN Plenary, Galway City Council and the Department of Rural and Community Development, including the annual report
- Maintaining GCCN policies and positions relevant and up-to-date
- Contributing to communications with GCCN members
- The identification, organisation and provision of appropriate training to GCCN members, in collaboration with other organisations as appropriate
- Devising materials to be used for PPN responses to requests including online consultations, public meetings, workshops, surveys etc.
- Representing Galway City Community Network at a range of fora as deemed appropriate by the Secretariat
- Representing Galway City Community Network in the media and issuing media releases where appropriate.

Qualifications, experience, knowledge and skills

The successful applicant will be required to have the following qualifications, experience, knowledge and skills:

Qualifications and experience

- 3rd level qualification in community development or other relevant area (relevance must be demonstrated).
- A minimum of 5 years' experience in community development work or equivalent.
- Experience of working with a Voluntary Board of Management/Secretariat

Knowledge

- Knowledge and understanding of public participation, in particular the barriers to participation of socially excluded groups and communities.
- Knowledge and experience of the community and voluntary, environmental and social inclusion sectors.
- Knowledge and understanding of public policy development, including the Public Sector Duty, the Sustainable Development Goals and relevant national and local policies.

Skills

- A proven ability in information/policy analysis and skills in writing reports, submissions and other materials.
- An ability to manage multiple projects at once.
- An ability to manage and nurture partnerships and relationships across a wide range of stakeholders.
- Excellent facilitation skills and oral, written and digital communication skills.
- Leadership and people management skills.
- Excellent IT and administration skills, including MS Word, Access, Excel & Power Point, social networking, website maintenance etc.
- An ability to work on own initiative and direction, as well as a member of a team.

Desirable

- Knowledge in the area of database, particularly Salesforce, management and maintenance
- Full driving licence and access to transport.

This position is fulltime, 35 hours per week over 5 days