



Leitrim Public Participation Network (PPN): Resource Worker

Leitrim Development Company invites applications for the post of Leitrim Public Participation Network(PPN) Resource Worker.

Purpose:

To support the work of the PPN Secretariat to continue to develop the PPN in Leitrim as an effective structure to promote public engagement and participation via the environmental, social inclusion and community sectors in accordance with the relevant guidelines.

Key Objectives:

- Facilitate the participation and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion and 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 voluntary groups and acts as a hub around which information is distributed and received.

For more details on Leitrim PPN's work, see www.leitrimppn.ie.

Role of Resource Worker with Leitrim PPN

The specific responsibilities of the PPN Resource Worker are:

PPN Secretariat

- All duties of the Resource Worker are under the guidance of the PPN Secretariat (9 person board).
- Provide support to the Secretariat to develop an integrated work plan, organise and attend meetings, providing reports and any other reasonable tasks as directed

Human Resources

- Support the ongoing participation and capacity building of 30 volunteer representatives.

- Support and manage the PPN Office and PPN Support Worker.
- If availed of, support and manage participants on Internships or Job Activation Schemes, ensuring a meaningful programme of work.
- Coordinating and developing election processes.

Policy and Consultation

- Co-ordinate and prepare submissions from the PPN to public consultations as directed.
- Work with member groups to participate in consultations relevant to them and building their capacity to do this effectively.
- Further develop operational and organisational strategies for the PPN.
- Facilitate the development and monitoring of a County well-being statement.
- Develop and implement an evaluation framework for the PPN to support its strategic development and continuous improvements.
- Developing and maintaining key strategic interagency relationships with the local authority, LCDC, Local Development Company, CYPSC, Drug Task Forces, ETB, Comhairle na nÓg, etc.

Membership

- Maintain and oversee the Community Register (PPN Member Database).
- Plan the sustainable growth of PPN Membership, including recruitment drives, outreach, etc.
- Assess PPN Membership applications appropriately.
- Establish capacity building needs for member groups and work to meet those identified needs via delivering formal or informal training and networking.

Meetings, Events and Work Plan

- Co-ordinate and facilitate PPN events including meetings of the Plenary, Pillar Meetings, Linkage Groups and other such structures as may be required.
- Implement, monitor and evaluate the current PPN Work Plan. Facilitate further development.

Communications

- Manage the development of a PPN Communications Strategy including Social Media Platforms, Website, Newsletters, Branding and Marketing.

Finance

- Identify, source and manage the resources necessary (human, financial and material) to implement the work plan.
- Administer the PPN's core budget.

Any other reasonable duties which may be requested in furtherance of the PPNs aims.

The Ideal Candidate - Requirements

The Resource Worker will be a strongly motivated person, with a strong sense of commitment to the ideas and values inherent in the work of PPN. This role requires regular evening work.

Essential

- A minimum of 3 years' experience working in the community and voluntary sector (could include volunteering).
- A proactive approach to work, with the ability to work independently and in a self-directed manner without close supervision.
- Knowledge and understanding of public participation and the barriers to participation of socially excluded groups.
- Knowledge and experience of the community and voluntary, environmental and/or social inclusion sectors.
- Experience of building, managing and nurturing partnerships and relationships across a wide range of key stakeholders.
- Project management experience & ability to manage multiple projects at once.
- A positive attitude with an ability to work as part of a team, under pressure and to act on your own initiative.
- Strong analytic, report writing, strategic, organisational, governance, financial skills.
- Excellent facilitation skills and communication skills.
- Leadership and people management skills.
- Excellent IT literacy skills.
- Flexibility, enthusiasm, commitment and an open mind.

Highly Desirable and Advantageous

The following are highly desirable **but not essential**:

- Relevant 3rd Level Qualification
- Knowledge and understanding of public policy development and relevant structures at Local Authority level.
- Knowledge and understanding of sustainable development and community planning.
- Experience as a volunteer, activist or campaigner.
- Experience using the following: Salesforce, WordPress, Microsoft Office, Excel, PowerPoint, Google Mail and Google Drive

Salary:	€44,133
Hours:	Full Time, 35 hours per week, Time in Lieu System in Operation
Duration:	1 Year (renewed annually subject to funding)
Location:	Office base: Leitrim Development Company Church St, Drumshanbo, Co. Leitrim
Annual Leave:	25 Days
Probation:	A probation period of 6 months will apply to this role.
Pension:	The successful candidate will be eligible to join the company pension scheme following probation.

This position will involve a level of remote working and candidates will need to have access to broadband at home and be willing ,if required, to work remotely.

Application

Application is by email only to admin@ldco.ie with “Leitrim PPN Resource Worker” in the subject line.

Applications will only be accepted on the official application form.

CV's and Cover Letters (other than the space provided for such in the application form) will not be accepted.

Closing date: Friday 3rd December 2021 at 12 noon

Interviews: Week beginning 13 December 2021. Shortlisting will employ.

Leitrim Integrated Development Company CLG (Trading as Leitrim Development Company) is committed to a policy of Equality of Opportunity in its employment practices.

More Information

For more information on this role, contact admin@ldco.ie or info@leitrimppn.ie

This role is funded and supported by Leitrim County Council and the Department of Rural and Community Development.