

Role Specification

SICAP Equality & Outreach Officer

Reporting to: Community Development Coordinator

Context: Countywide role (Co Wexford)

Based at: WLD offices, Wexford

Context of the Role

Wexford Local Development is a non-governmental organisation working to support the development of thriving, resilient communities where people feel connected, are valued and have equal opportunity to reach their full potential.

SICAP is one of a number of national programmes delivered at local level by WLD on behalf of the Government in order to create opportunities that promote equality and inclusion and improve quality of life for people and communities. This work is informed by our core values of respect, equality, leadership, inclusion and integrity.

Key Responsibilities and Duties

The role holder will be part of a broader programme team working collaboratively with communities and individuals, in particular ethnic minority communities in Co. Wexford.

The key responsibilities of this role include:

- **Outreach, promotional activity and collaborative networking** to identify and engage with ethnically diverse communities; specifically People Seeking International Protection; Refugees/Programme Refugees; Roma & Travellers
- **Delivery of ambitious, flexible & high intensity Community Development responses** in partnership with ethnic communities, based on the principles of participation, empowerment & collective decision making
- **Delivery of inter-cultural & anti-racism awareness/training & advocacy projects** targeting both the statutory & community sectors
- **Development of initiatives to promote equality**, climate justice; social justice/human rights in collaboration with key stakeholders at local, regional & national level; & and of responsive community integration projects to support cross-cultural understanding
- **Development of an active network of relationships with WLD colleagues as well as local, regional & national stakeholders**, in both the statutory and the



community and voluntary sectors to improve opportunities & outcomes for ethnically diverse communities

- **Recording of all interactions on the WLD Salesforce CRM system**, providing sufficient detail and clarity to ensure the goals of the SICAP programme are achieved
- **Engage in regular formal and informal performance appraisal meetings with your line manager** to support your optimal performance in your role and within your team and the wider organisation.
- **Engage in training programmes, events and information sessions** to refresh skills and keep informed of policy changes, new supports and new initiatives that would assist you to support WLD clients to address barriers and achieve their progression goals.
- **Prepare clear and concise activity and progress reports** and case studies, **ensuring that the learning from your work is captured** and shared within the organisation, with the funders of SICAP and in relevant policy arenas.
- Given the **emergent nature of Community Development work**, undertake other duties and responsibilities including involves partaking in companywide initiatives and activities as may be assigned in agreement with the management team where such requests are reasonable.

Core Competencies & Skills

- **Strategic analysis** – ability to consider all aspects of a challenge and discern the best solution
- **Group facilitation** – ability to use Community Development approaches to work effectively with ethnic communities who face additional barriers to inclusion
- **Networking and collaboration** - ability to build strong relationships with communities, colleagues and partner organisations
- **Personal Performance** – ability to work on your own initiative with a commitment to self-development & improving personal performance
- **Excellent ICT skills** – ability to effectively use Microsoft Office packages as well as to quickly become proficient in using new platforms such as CRM
- **Communication**- Excellent verbal and written communication skills.



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Personal Qualities

The ideal candidate for this role will be

- ✓ **An active, curious and empathetic listener** – capable of building strong and positive relationships with communities, colleagues and partner organisations in the statutory and community and voluntary sectors to realise the full potential both of the communities and of the internal and external partnerships developed to support them.
- ✓ **Resourceful** – using initiative and sound judgement to respond sensitively and appropriately to a range of challenges that communities may present by building and drawing on a knowledge base of relevant supports and services.
- ✓ **Organised** – adept at planning and self-managing a busy workload, networking with other service providers and internal collaboration within SICAP and Wexford Local Development, to ensure that communities can access relevant opportunities in a timely fashion and that related KPI targets are achieved.
- ✓ **Passionate about social inclusion and equality** – committed to making a difference for individuals, communities and society
- ✓ **Tech savvy and attentive to detail** – comfortable using our caseload management system and other platforms to ensure that interactions with communities and initiatives developed through the programme are recorded accurately and adequately and communities experience the programme as smoothly and seamlessly as possible
- ✓ **Collaborative-** Develops positive relationships internally and externally to achieve goals, shares information effectively and frequently internally and externally.
- ✓ **Team player-** A strong team player with a positive, enthusiastic, flexible and professional approach to work

Qualifications & Experience

- ✓ Demonstrate proven interest in the work of WLD, together with evidenced experience of working within the area of equality & human rights in an Irish context
- ✓ Experience of directly working with marginalised groups in an English spoken environment & demonstrating excellent writing and communication skills in English
- ✓ On or before 31 January 2022 have achieved at least Level 7 on the National Framework of Qualifications **or** equivalent relevant training **or** professional experience, in a discipline appropriate to the role
- ✓ Proven knowledge of the policy context with regards to human rights & equality issues
- ✓ Full clean driving licence as the role will involve working directly in communities across Co Wexford
- ✓ Ability to communicate in Arabic in particular **or** Shelta/Cant/Gamma **or** Romani **or** other relevant languages is an asset
- ✓ Proven experience of working collaboratively as part of a team, as well as the ability to be self-organised & to work to deadlines



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