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**JOB DESCRIPTION**

**Job title:** Social Inclusion Manager

**Job Purpose:**

Responsible for the coordination, planning, development and measurement of LLP 's social inclusion activities including managing all aspects of the Social Inclusion and Community Activation Programme SICAP 2018-2022

**Reports to:** CEO

**Responsible for:** All Staff employed under the Social Inclusion Programme

**1. Duties and key responsibilities**

<p><b>Managing Staff</b>  <i>In liaison with the CEO and Board</i></p>	<ul style="list-style-type: none"> <li>• Responsible for the replacement, recruitment and deployment of staff</li> <li>• Responsible for staff, including appraisals and staff support and supervision, adhering to LLP management policy and procedures</li> <li>• Develop and support staff including training when needed</li> <li>• Resolving staffing issues</li> <li>• Organising and holding staff meetings</li> </ul>
<p><b>Planning, Monitoring, and Reporting</b>  <i>Working closely with the CEO and Social Inclusion team</i></p>	<ul style="list-style-type: none"> <li>• Plan the delivery of social inclusion activities</li> <li>• Identify and resolve issues to ensure specified targets are met</li> <li>• Using IRIS to measure outcomes and targets and reporting processes</li> <li>• Ensure all related project files are maintained by the staff teams</li> <li>• Provide monthly progress reports to the CEO and Board</li> <li>• Prepare the mid-year and Annual SICAP plan</li> <li>• Liaise and report to the Louth County Council Local and Community Development Committee on matters relating to the SICAP Programme and related activity</li> <li>• Attend monitoring meetings with Louth County Council relating to the delivery of social inclusion tenders and implementing any agreed variations in the provision of the social inclusion services</li> <li>• Prepare and lead on tendering for Social Inclusion Programmes</li> </ul>
<p><b>Finance</b>  <i>Working closely with the CEO and Finance Manager</i></p>	<ul style="list-style-type: none"> <li>• Support the preparation of annual budgets for Social Inclusion Programmes</li> <li>• Draw up budget allocation as they relate to the SICAP</li> <li>• Comply with the internal financial procedure's framework</li> <li>• Liaise with Company Auditors, external monitoring visits by funders and implement any financial recommendations outlined in audit reports</li> <li>• Comply with all Data Protection and GDPR requirements</li> <li>• Complete Banking on Line transactions, authorize and approve SEPA and check payments as required</li> </ul>
<p><b>Outreach and promotion:</b>  <i>Working with the CEO and Project Managers Team</i></p>	<ul style="list-style-type: none"> <li>• Ensure there is sufficient promotion of social inclusion activities both internally and in the County</li> <li>• Promote the participation and inclusion of our target groups in our work</li> <li>• Maintain frequent contact is made to our outreach offices</li> <li>• Oversee the community newsletters across all of our locations to maintain constancy and to promote the work of LLP.</li> <li>• Attend events to promote social isolation activities, participate in events organised by Funders.</li> <li>• Maintain and management of strategic networks and partnership working in particular stakeholder relationships and Funders.</li> </ul>

<p><b>Social Inclusion Activities</b> <i>Working closely with the Social Inclusion Team</i></p>	<ul style="list-style-type: none"> <li>• Ensure the delivery and development of all aspects of the Social Inclusion and Community Activation Programme (and its successor)</li> <li>• Development of social inclusion activities across County Louth</li> <li>• Working with the CEO and Board to develop funding applications in order to develop the provision of social inclusion programmes</li> <li>• Ensuring there is integration of social inclusion activities for clients and clients are informed and referred to other LLP programmes</li> <li>• Champion cross collaborating within our staff teams to promote integration</li> </ul>
<p><b>General Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Represent and be an ambassador for LLP</li> <li>• Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position</li> <li>• General office Manager for Drogheda</li> <li>• Maintain and improve competencies through continuous professional development</li> <li>• Abide by organisational policies, codes of conduct and practices</li> <li>• Support and promote diversity and equality of opportunity and dignity in the workplace</li> <li>• Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and LLP data</li> <li>• Any other duties commensurate with the accountabilities of the post</li> </ul>

## 2. Personal Specification

Skills and Attributes	Essential	Desirable
<b>Motivation</b>		
Knowledge of Post	Strategic knowledge of the role of the PARTNERSHIP within the development of local, regional and national development policy framework as it relates to the promotion of inclusion and community led local development	Participation in 'Partnership' work in a professional capacity.  Clear understand of the Local Development Sector, Local Government reform and the institutions that underpin these reforms including the LCDC, Local Economic and Community Plans, Public Participation Networks and National Policy frameworks relating to Community Development
Personal Motivation	Enthusiasm, flexibility and positive attitude. Dynamic and visionary. Ability to drive change and motivate staff and influence stakeholders	The ability to work flexibly in a creative environment, and be capable of coping with stress and the pressure of working on one's own initiative.
Work-related Achievements	Outstanding record of achievement in career to date.  Detailed knowledge of the Local Development Sector in Ireland and at least 3 years' experience in a Senior Management position in Local Development.	Familiarity with delivering the SICAP, and related community development social inclusion programmes
<b>Work Experience</b>		
Experience and Skills Required	Broad work experience at a senior level. Record of continuous development and innovation in career to date.  Direct experience in the Management of employees and related issues.	Demonstrable team building and staff management capabilities coupled with experience in the development and implementation of staff appraisal systems.



	Direct management of staff teams in the delivery of social inclusion activities	Strong administrative and organisational ability coupled with developed skills in project management.
<b>Communication and Interpersonal Skills/Competency</b>		
Personal Effectiveness	<p>Clear communication skills face to face and on the phone or email, including with vulnerable people around sensitive issues</p> <p>Ability to troubleshoot difficult situations, and deal with them calmly, efficiently and effectively.</p> <p>Ability to deal with complex and sensitive matters on an individual basis in an empathetic and non-judgmental manner</p> <p>Writing skills – produce reports and ability to write succinct documents on complex areas.</p> <p>IT skills at a level that supports report writing, email, internet and database.</p> <p>Time management and organisational skills.</p> <p>Ability to engage and motivate others including staff and volunteers</p> <p>Self-motivated with the confidence to work alone but can also work co-operatively and flexibly as part of a team.</p> <p>Ability to stay focused and efficient in the face on changing priorities.</p>	<p>Preparation of PR and Press statements</p> <p>Management of multi-disciplinary staff team</p> <p>Preparation of Annual Reports to high standard</p> <p>Regular use of Client Information Management systems (eg IRIS) and drafting reports</p>
<b>Personal Attributes</b>		
Values system and ethos	<p>Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.</p> <p>Commitment to the values and ethos of LLP</p>	Actively champions equality in the workplace
<b>Education</b>		
Qualifications	Educated to Degree standard QQI level 8 in a relevant discipline with relevant post qualification experience.	Post Graduate Qualification in a relevant discipline, e.g. Social Science at level QQI level 9
<b>Circumstances and Special Requirements for this post</b>		
Special Requirements	<p>Full Driving License and use of vehicle. Prepared to work outside of normal hours, as necessary.</p> <p>Prepared to change location as required by Louth LEADER Partnership</p>	Membership of relevant professional body

### **3. Terms**

This post is offered on a five-day week basis, its continuance is subject to funding from our funders. The salary will be in line with Pobal Project Worker Scale

Location of the post holder will be in LLP's offices Mayoralty Street, and will be required to attend meetings across our office network. We reserve the right to relocate to any of our offices with due notice.