



County Armagh Grand Orange Lodge Community Development Committee Ltd.

Job Description

Job Title: Community Development Officer (Part-time 22 hrs) additional hours may be available subject to funding

Responsible To: County Armagh Community Development.

Reports To: Project Co-ordinator

PURPOSE AND FUNCTION OF THE POST:

The post holder will be an integral part of the team delivering the work plan outlined by the Project Co-Ordinator. They will be responsible for supporting capacity building, community development and community relations within and between communities, both in rural and urban areas. Across Armagh Banbridge & Craigavon Council area, Newry City and the surrounding areas (or environs)

Main Duties

1. The delivery of projects approved by the management committee of County Armagh Community Development.
2. To address the imbalance of weak community infra-structure, low confidence and low levels of participation in wider community structures by the Protestant community, both in rural and urban areas.
3. To assist in the establishment, development and support of community groups in the target community, by providing or accessing;
 - Community development and community relations skills training;
 - Fund raising advice or training to enable groups to be sustainable.
4. To develop and implement a community development and good relations training strategy for groups, building on existing work in the area.
5. To increase networking opportunities through the provision of a range of support mechanisms, such as training, mentoring and presentations, concerning community development and community relations.
6. To make use of wider networking opportunities, on behalf of the project, e.g. relevant agencies, government departments and voluntary groups.
7. To attend, when required, meetings of the management committee of County Armagh Community Development and provide reports on Project work.
8. Delivery of projects and realisation of agreed targets.
9. Financial monitoring of the project.
10. To liaise with the Administration staff on a regular basis
11. To carry out any other reasonable duties as directed by the management committee of County Armagh Community Development.



Research and Development

14. To ensure that examples of good practice and the impact of the support process are recorded for use by others.
15. To prepare, present and publish articles and reports on the process of community development within an area of weak community infrastructure.

General

16. To work as an active and integral part of the Project team.
17. To work with other staff on issues relating to County Armagh Community Development, when appropriate to the effective delivery of the organisation's Strategic Plan.
18. To undertake such other duties as shall be required from time to time.