

Leitrim Public Participation Network (PPN): Part Time Support Worker

The Leitrim Integrated Development Company CLG invites applicants for the post of part time Support Worker.

Purpose:

To support the work of the PPN Resource Worker and the PPN Secretariat (Board) 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.

This role is an ideal opportunity for an enthusiastic and motivated person looking to gain skills and experience in an exciting role.

Key Objectives of the PPN:

- 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 Support Worker with Leitrim PPN

The specific responsibilities of the PPN Support Worker are:

Administration:

- Processing, maintaining and updating the Salesforce database of member groups.
- Supporting the Resource Worker to plan and organise events, training, workshops and meetings including booking venues, sourcing and booking trainers/speakers/facilitators, sending invitations and reminders, registration processes and any follow up needed.
- Preparing documentation, minute taking and reporting or any other reasonable tasks as directed.
- Collating information for reports.

Communication:

- Researching, collating and distributing a monthly newsletter/e bulletin.
- Managing and updating the Leitrim PPN website.
- Assisting with social media accounts.
- Communicating with and signposting members by email and phone, including dealing with requests for information or advice.

Promotion of the Leitrim PPN:

- Supporting the Leitrim PPN Resource Worker to devise materials to be used for PPN activities, for example online consultations, public meetings, workshops, surveys etc.
- Promoting the PPN and its work to member groups and the wider community and stakeholders.

Linkage Groups and PPN Representatives:

- Act as the point of contact for day-to-day PPN Representatives queries.
- Maintain a dashboard overview of PPN Representatives personal development plans: their term of service, their submission of meeting reports, their participation in induction and training, their collaboration with their linkage group / thematic network.
- Support the coordination of PPN Linkage Group (Thematic Network) meetings and associated administration (agendas, minute taking, follow-up on actions).

Other responsibilities:

- Participating in relevant meetings with stakeholders.
- Any other work which may be assigned by the PPN Resource Worker on the day-to-day operation of the PPN.

The Ideal Candidate - Requirements

The Support 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

- Excellent communication and interpersonal skills including fluency in written and spoken English.
- High level of computer skills (Microsoft Office) with a strong aptitude for web-based communications technologies and experience of using social media.
- Experience of using databases and spreadsheets, organising events and reporting.
- Good organisational skills including the ability to multitask and prioritise workload.
- Strong attention to detail.
- Confident to work on own initiative as well as part of a team. A flexible approach.
- Full clean driver's licence and access to own car.
- A demonstrable interest in one or more of the following: volunteerism and active citizenship, participatory democracy, civic engagement, community development.
- Ability to work on evenings and/or weekends as necessary (time off in lieu provided).

Desirable:

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

- Relevant 3rd level qualification or substantial work/voluntary experience in a relevant area.
- Familiarity with Public Participation Networks (PPN's) & Salesforce CRM

Terms and Conditions

Salary:	€25,102 (€31,377 Pro- rata)
Hours:	Part Time – 4 days (28 hours) - Time in Lieu System in Operation
Duration:	June to Dec 2022, renewed annually subject to funding
Location:	Drumshanbo, Co. Leitrim (Hybrid working available)
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

Please submit **Cover Letter and CV by email only** to admin@ldco.ie with “**PPN Support Worker Position**” in the subject line.

Closing date: Fri 3rd June 2022

Interviews: Week commencing 13th June 2022

Candidates will receive an acknowledgement when they submit their Cover letter & CV to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.

Selection shall be by means of a competition based on an interview. Shortlisting will apply on the basis of information supplied in the Cover letter & CV and only those shortlisted will be called for interview.

Reports to: Leitrim Development Company is the host/legal employer, but the worker will report on a day-to-day basis to the Leitrim Public Participation Network Resource Worker.

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

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

www.leitrimppn.ie

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