

PERSON SPECIFICATION:

Purpose of the Post:

The Ukrainian Refugee Outreach Support Worker will be employed by County Kildare Leader Partnership (CKLP) under the Social Inclusion Community Activation Programme (SICAP).

The successful candidate will act as a support person for Ukrainian Refugees throughout the County Kildare area. They will co-ordinate day activities and organise support and information sessions, provide advice and guidance and accompany refugees for translation purposes as required. They will work as part of the SICAP team to support clients into our complimentary services, training and capacity building and refer clients to other relevant agencies as necessary. Fluency in Ukrainian and English is essential for this post.

Salary will be commensurate with experience starting at €35,977.

Principal Duties and Responsibilities:

- Engaging in outreach community development work with Ukrainian Refugees within the County Kildare area.
- Identifying the needs of the target group and engaging and supporting refugees to avail of supports and training available through SICAP and other programmes/agencies as required.
- Building links between target groups / communities and relevant agencies.
- Registering individuals and completing the required paperwork and consent for SICAP performance monitoring purposes.
- Adhere to the guidelines of the Programme and operational procedures within CKLP.
- Work as part of the team within SICAP and the wider CKLP team.
- Prepare reports on programme activities and actions as requested by the Board, CEO and Social Inclusion Programme Manager. The above duties and responsibilities are not intended to be a complete list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in the position.

Experience, Skills and Abilities:

- Fluency in Ukrainian and English is essential for this post.
- Access to your own transport is an advantage.
- Experience of facilitating and engaging with individuals and groups with a strong commitment to community development principles and practice.
- Compassion and the ability to empathise with people's life experiences.
- Relevant technology skills to deliver the requirements of the role.
- Excellent communication, interpersonal and team building skills.
- Ability to develop positive working relationships with a range of groups and agencies.
- Ability to work on own initiative and as part of a team.
- Proven ability to manage own time, set priorities, plan, and organize work to meet timelines and targets.

Relevant Training or Qualifications:

Ideally the person will have a third level or professional qualification in Community Development, Development Education, or a Social Science discipline. However, it is more important that the person is a self-starter, can work independently, is motivated to work with the refugee community, has experience of facilitating and engaging with individuals and groups or has worked with other nationalities and who understands the impact of cultural differences and life experiences.

Location of Work:

The Development Worker will be based in the County Kildare Leader Partnership office in Kildare Town. They will support individuals across the entire Kildare Municipal Districts. Access to own transport is an advantage.

Reporting:

The Worker will be line managed by the Social Inclusion Programme Manager in CKLP.

Contract Duration:

An initial 10-month contract will be offered which may be extended depending on funding and need. Based on the applications received and the availability of applicants this post may be one position, or it may be made up of two part-time positions. Flexibility will be required, and the successful applicant will from time to time be required to work additional time or time outside of normal working hours. This time can be taken again as time off in lieu hours. Salary will be dependent on experience.

The successful candidate is required to serve a probationary period.

Short-listing of candidates may apply.

A panel may be formed from which future positions may be filled.

NB Part-Time will be considered and Pro Rata Salary should the applications deem necessary.

How to apply:

Application by letter and C.V. should be submitted to caroline@countykildarelp.ie

Closing Date for applications:

Monday the 13th of February at 5pm.