



Job Description

SICAP Coordinator



The **SICAP Coordinator** will report to the CEO and will be responsible for the delivery of SICAP (the Social Inclusion and Community Activation Programme) and any social inclusion initiatives linked to and funded by the Programme.

Role and Responsibilities

The SICAP Coordinator will be responsible for the administration and actions implemented by CKLP in the delivery of SICAP.

The key roles and responsibilities in relation to the administration of SICAP are:

- responsible for the day-to-day management of SICAP, the preparation of Annual Plans and budgets, progress reports and End of Year Reports to Kildare LCDC
- preparation of policy documents and discussion papers in relation to the implementation of SICAP by CKLP
- reporting to the Board of Directors and the Social Inclusion Committee of CKLP
- direct responsibility for liaison with Kildare LCDC on an ongoing basis to ensure the effective implementation of SICAP in County Kildare
- responsible for line management of all CKLP staff employed in the implementation of SICAP including financial administration staff and project staff responsible for the delivery of SICAP actions.
- responsible for all personnel management and deployment of staff employed under SICAP.
- responsible for overseeing the procurement of all services subcontracted for SICAP.
- responsible for ensuring that all publicity requirements for SICAP are met.



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The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.

The SICAP Coordinator will have specific responsibilities for the implementation of actions set out in the SICAP Annual Plan. These specific responsibilities in relation to SICAP are:

- the implementation of actions set out in the SICAP Annual Plan agreed with and approved by Kildare LCDC.
- Developing implementation plans with SICAP staff who are assigned responsibility for delivering actions under Goal 1 (Supporting Communities) and Goal 2 (Supporting Individuals)
- Engaging with key stakeholders including collaborative partners, funding organisations and service users to develop, implement and monitor the effectiveness of SICAP services in County Kildare
- Sub-contracting of trainers and other service providers to assist with the implementation of SICAP actions.
- Logistical arrangements for the implementation of SICAP actions including venue hire for courses, clinics and information events, transport and childcare where required.
- Review with individual SICAP staff of Local Community Group annual plans and individual Personal Action Plans supported under SICAP.
- Monitoring and evaluation of SICAP including the selection of Case Studies and research reports to support the implementation of SICAP in County Kildare
- Developing publicity materials with SICAP staff to publicize and promote SICAP in County Kildare
- Specific responsibility for key collaborative actions involving SICAP engagement that address social inclusion issues within the county.
- Specific responsibility for the implementation of actions prioritised in the SICAP Statement of Priorities 2022/2023
- Developing funding proposals to address deficits in resources to meet the needs of the most disadvantaged in County Kildare
- Any other responsibilities that may be required for the delivery of actions in the SICAP Annual Plan and as agreed from time to time.

The SICAP Coordinator will also be expected to lead the preparation of the CKLP tender for SICAP for the 2024 – 2028 period. This will include:

- Organising planning workshops with staff to review SICAP 2018 – 2023
- Leading the development of a strategy for the new programme based on the learning gained from the review of SICAP 2018 - 2023
- Overseeing the preparation of actions, strategies, and budgets for the tender proposal
- Leading the drawing up of the tender proposal including plans for the management of the programme e.g., staffing requirements.



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