



## SICAP Coordinator Person Specification



The SICAP Coordinator will be a highly motivated and efficient person with extensive experience in the development and implementation of strategy, policy, and operations in social inclusion and community development. Specific requirements of the position will include:

### 1. Education

- A third level qualification is essential

### 2. Knowledge and Experience

- Proven experience of working in community development or related field.
- Proven experience of working in a coordination or management role
- Experienced in policy development and/or project work
- A thorough understanding of community development and social inclusion work, as is understood within the Social Inclusion Community Activation Programme (SICAP)
- Previous experience of business planning / forecasting, financial management, analysis budgeting and expenditure control
- Demonstrated knowledge of community and local development sector governance best practice
- Competence in IT including software packages, databases, and spreadsheets.
- Demonstratable experience in human resource management
- Proven analytical skills and ability to think creatively.

### 3. Planning and Organizing

- A strong strategic perspective with the ability to build, prioritize and implement focused and viable strategies for the Company.



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- The ability to manage change, both in identifying when fundamental changes are needed and implementing change through consultation and planning.
- The ability to manage contract negotiations and implementation of same.

#### 4. Leadership and Teamwork

- Proven ability to develop, motivate and lead staff and work in collaboration across all levels within an organisation
- An ability to supervise and manage the Social Inclusion Community Activation Programme (SICAP) across the Supporting Communities and Supporting Individuals measures.
- The ability to work independently and participate as part of a multi- disciplinary team
- The ability to effectively manage multiple projects and deadlines; hands- on approach to getting things done

#### 5. Interpersonal and Communication Skills

- Excellent interpersonal, influencing and networking skills with a demonstrated capacity to build effective relationships across a wide spectrum of situations both within and outside the Company.
- Ability to liaise with relevant and appropriate agencies in the promotion of the Company.
- Ability to identify and manage conflict and sensitive issues to achieve positive outcomes with a high degree of probity, integrity, and confidentiality
- Excellent written and verbal communication skills with the ability to prepare submissions, reports and tenders successfully.



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