



County Kildare LEADER Partnership SICAP Coordinator

Job Description

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.
- 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 liaising 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.

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 and implement innovative responses to the needs of disadvantaged groups and individuals 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.
- Monitoring and evaluation of SICAP including the preparation 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.
- 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 responsible for the preparation of strategic plans for SICAP and will contribute to the implementation of the CKLP Strategic Plan 2023-2028.



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 Union through the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.

Tá an Clár um Chuimsiú Sóisialta agus Gníomhachtú Pobail (SICAP) cónhainithe ag Rialtas na hÉireann, tríd an Roinn Forbartha Tuaithe agus Pobail, agus ag an Aontas Eorpach trí Chiste Sóisialta na hEorpa Plus faoin gClár Fostaíochta, Cuimsiú, Scileanna agus Oiliúna (EIST) 2021 2027.