

Job Description for Community Support Worker for Westport Inclusion Project



Job Title: Community Support Worker

Overall Purpose of the Job: To work with the Centre's Voluntary Management Committee and the Project Co-ordinator to promote participation, foster cultural understanding and respect, and encourage community engagement and collaboration through a community development approach. The worker will drive the Project's development, ensuring its initiatives are aligned with identified community needs, while promoting integration and inclusivity within Westport.

Key Areas of Work

Community Development

- Facilitate the integration and support of new communities through a comprehensive program of social activities and community initiatives.
- Develop relationships and work cooperatively with locally based groups and organisations to foster collaboration and support for the project's goals.
- Be guided by the assets and needs within both the local and new communities.
- Support and empower members of new communities to be able to respond to their own needs through a process of capacity building.
- Establish and develop mechanisms for engagement and delivering feedback to relevant stakeholders, highlighting issues and needs of community members.
- Work from a person-centred, human rights-based approach at all times.
- Identify any issues that may lead to disadvantage, marginalisation or social exclusion and work with the Voluntary Management Committee and the Co-ordinator to raise awareness of these issues

Specific Areas of Work

- Promote, support, and enhance community engagement and leadership, establishing a network of community leaders along with a dedicated steering group.

Westport Family & Community Resource Centre, The Fairgreen, Westport, Co. Mayo. **Eircode:** F28 H971

Tel: 098 24419 **Email:** admin@westportfrc.ie **Website:** www.westportfrc.ie

Company No. 380806 **CHY No.** 16804 **Charity No.** 20061340

Company Trustees: Sonya Murray, Naomi De Rís, Daphne Mooney, Mark Garavan, Sue Hynes, Suzanne O'Toole, Mary O'Malley-Graham, Judy Casey, Patrick English



- Set out timelines, milestones and targets as part of an agreed plan with the Co-ordinator and the local volunteer response.
- Develop and implement an orientation programme for newcomers in collaboration with the steering group and community leaders.
- Identify and develop peer support/ community/ interest groups being led by the needs and voices of the beneficiaries
- Advance anti-racism initiatives and collaborate with local organisations to explore the establishment of a local anti-racism network aimed at addressing issues related to racism and social exclusion.
- Identify and provide information on social, community and recreational groups and clubs and support participation and involvement in them.

Administration and Reporting

- Work with the Co-ordinator to identify funding sources and assist in grant writing to support the Project's sustainability.
- Manage the Project resources effectively, ensuring compliance with policies and budgetary requirements.
- Participate in planning, review and evaluation of the work of the Centre.
- Document the work and relevant data on an on-going basis and prepare regular work / progress reports for the Voluntary Management Committee and the Project Co-ordinator.

General

- Attend monthly team meetings.
- Work within the policies, procedures and governance of Westport FCRC.
- Accountable to the Voluntary Management Committee through regular support and supervision with the Co-ordinator and VMC as required both orally and written.
- Participate in ongoing training and development when requested and where it enhances the delivery of services and continued professional development.
- Work closely with staff and volunteers in the existing friendly and cooperative environment.
- Ensure that the vision and values of Westport FCRC are upheld in the course of the work at all times
- Any other tasks as requested by Co-ordinator and/or Voluntary Management Committee.

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Other Relevant Information

Hours of Work

- The post will be part-time – 28 hours per week
- The hours of work will be 9.00 to 13.00 hrs and 14.00 to 17.00 hrs, between the days of Monday to Friday as agreed with the Voluntary Management Committee and Project Co-ordinator. The Community Support Worker will be expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.
- The contract will be temporary, part-time, for a minimum of 24 months and subject to continued funding.
- A three-month probation period will apply.

Accountability

The Community Support Worker will report and be responsible to the Project Co-ordinator and the Voluntary Board of Management.

Salary

The salary will be commensurate with qualifications and experience and no less than € 39,152.00 (pro rata) per annum

Pension

There is no provision for pension as this is a short-term, temporary contract.

Confidentiality

The Community Support Worker will be expected to observe confidentiality at all times in relation to the business of the Family Resource Centre and the people we support.

Holidays

24 days per annum (in a 12 month period) plus public holidays.

Garda Vetting

The position is subject to the completion of a satisfactory Garda Vetting process.

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Community Support Worker for Westport Inclusion Project Person Specification



Job Title: Community Support Worker

Name of Employer: Westport Family & Community Resource Centre

This Person Specification is a description of the relevant skills, experience and qualifications that are required for the position of Community Support Worker

Essential

- A relevant third level qualification- Minimum level 8 (for example, Community Development, Social Care, or other relevant discipline)
- A minimum of 2 years’ recent experience working in a community-based setting
- A minimum of 2 years’ experience working through a community development approach with individuals and groups
- Familiarity with child safeguarding best practice in line with *Children First* guidelines
- Experience of working collaboratively with groups and organisations
- Experience of strategic planning and programme development
- Experience of managing budgets and accessing funding
- Experience of group work and facilitation
- High standard of report writing skills
- High standard of IT skills, specifically in Microsoft Office applications

Desirable

- Experience working with refugees / marginalised groups
- Access to own transport
- Understanding of poverty and disadvantage.
- Commitment to a human-rights-based approach.

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