



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Social Inclusion Development Worker

(Grade VI)

(Full-Time) (3 Year Fixed Term Contract)

Closing Date: Monday 31st March 2025

To be read in conjunction with

Candidate Information Booklet

Social Inclusion Development Worker (Grade VI)
(Full-Time) (3 Year Fixed Term Contract)

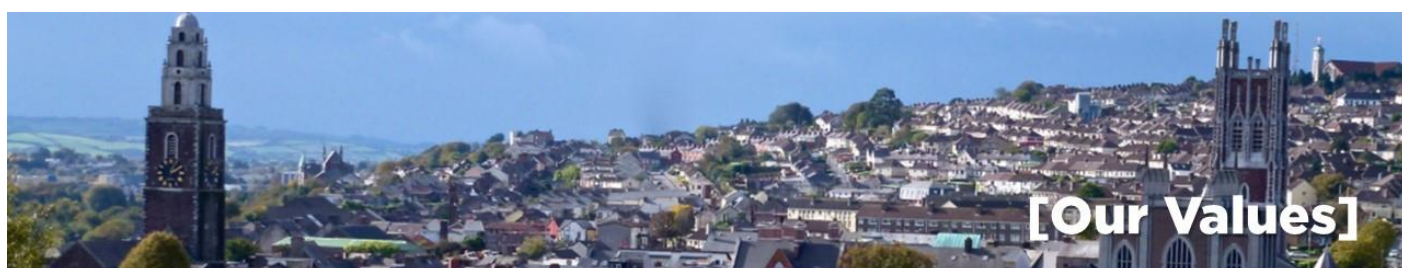
BACKGROUND

Located on the south coast of Ireland, Cork City is the second largest city in Ireland with a population of over 211,000 people.

Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the National Planning Framework (NPF). This sets a target for Cork City for the population to grow by 125,000 to over 335,000 people between 2020 and 2040, which will make it the fastest growing city in Ireland. This will require a concerted effort to build houses, create circa 75,000 jobs and provide a range of health, social, community and cultural services. Cork will continue to thrive as place of energy, ambition, determination and enterprise. We are a city of ambition, working with our neighbourhoods, communities and businesses to support economic development and facilitate investment. We value our culture and heritage and ensure that Cork continues to be successful as an attractive place to live, study, visit and work.

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City, there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of approximately €325 million for 2025 and provides a wide and diverse range of public services such as parks and recreation, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cork City Council's Corporate Plan can be viewed on our website: [Corporate Plans - Cork City Council](#)



Public Good

We provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



Trust & Integrity

We act honestly, openly and fairly in all our dealings.



Respect

We treat all people equally with due regard for their needs and rights.



People Centric Approach

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement



Responsibility

We are accountable and transparent and act responsibly in our dealings and decision making.



Innovation

We continually seek progressive and creative approaches in the services we deliver.

The City Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. As Social Inclusion Development Worker, you will be contributing to achieving our vision of leading Cork to take its place as a world class city. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

Applications are invited from suitably qualified candidates for inclusion on a panel from which temporary appointments may be made to the position of Social Inclusion Development Worker (Grade VI) (Full-Time) (3 Year Fixed Term Contract). This post is a full-time 3-year contract for 35 hours a week.

THE ROLE

The successful candidate will work as part of the Corporate & Community Affairs team in Cork City Council reporting to the Senior Specialist in Social Inclusion and will provide support to a variety of Social Inclusion initiatives including the Local Community Development Committee (LCDC), the Social Inclusion Community Activation Programme and a range of community initiatives.

Duties

Key duties will include:

- Working as a Development Worker with Community Team within the Corporate & Community Directorate Affairs Directorate in Cork City Council providing support to a variety of social inclusion initiatives including the Local Community Development Committee (LCDC), the Social Inclusion Community Activation Programme (SICAP), the Revitalising Areas through Planning Investment and Development Programme (RAPID) & a range of community initiatives.
- Progressing the implementation of social inclusion & equality actions in the Cork City Local Economic & Community Plan.
- Working with a variety of stakeholders to develop initiatives designed to support social inclusion & community development in Cork city.
- Linking individuals and groups to resources available both within the community and within the wider city structures as appropriate such as the Public Partnership Network (PPN), the Social Inclusion Community Activation Programme (SICAP) etc.,
- Promoting social inclusion in local communities through effective use of community development principles and practice. Recording and collating daily activities including time and area patrolled; incidents and issues encountered, course of action taken, anticipated time and method of resolution.
- Producing reports, recording data and attending meetings to represent the service as required.
- Attending liaison meetings with other organisations as required.

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- Adhering to the Cork City Council policies, procedures and protocols and guidelines including but not limited to ensuring the relevant risk assessments and controls are adhered to while undertaking activities.
- Managing specific budgets as appropriate.
- Performing such duties as appropriate to the post which the Director of Services and/or the Senior Specialist Social Inclusion or designated Officer may assign.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.

The above specification is not intended to be a comprehensive 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 them from time to time and to contribute to the development of the post while in office.

QUALIFICATIONS FOR THE POST

1. **Character**

Each candidate must be of good character.

2. **Health**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. **Essential Requirements**

Each candidate must, on the latest date for receipt of completed application forms have:

- i. A level 7 Degree in the National Framework of Qualifications, in Community Work, Community Development, Social Science/Politics, Sociology, Social Work, Youth Work, Arts & Humanities or equivalent.
- ii. A minimum of 2 years' experience working in the Community and Voluntary Sector or in a similar role.
- iii. An understanding of Social Inclusion & Equality Initiatives.
- iv. Be able to demonstrate competence in Networking and Representing, Delivering Results - Delivering Quality Outcomes and Communicating Effectively.
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4. **Desirable Skills**

The ideal candidate should have:

- Knowledge of Local Community Development Committees (LCDC), Social Inclusion & Community Activation Programme (SICAP) and of Local Government.
- Strong communication & presentation skills – both oral & written including experience of report writing, excellent interpersonal skills and the ability to build relationships & inspire confidence.
- Excellent organisational and time management skills.
- An ability to prioritise and multi-task.
- A commitment to see projects through to completion within agreed deadlines.
- Excellent presentation skills.
- Accuracy and attention to detail.
- An ability to work on own initiative.
- Flexibility.

Competency Framework

Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

Networking and Representing

**Develops and maintains positive and beneficial relationships with relevant interests.
Sustains a positive image and profile of the local authority.**

- Builds an appropriate network of technical and professional contacts that maintain contemporary knowledge in order to enhance service delivery.
- Articulates and understands the views of relevant stakeholders.
- Recognises the importance of key stakeholders to the local authority and ensures that the local authority plays a constructive part in the developing the competence of its key stakeholders.
- Responds positively to the changing needs of communities.

Delivering Results – Delivering Quality Outcomes

Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. Evaluates the outcomes achieved against operational plans, identifies learning, and implements improvements required.

- Develops and implements quality assurance measures to achieve compliance with performance standards or benchmarks.
- Delivers services, projects, and tasks on time, within budget and achieving expected performance standards.
- Critically evaluates outcomes and processes used to achieve them.
- Assesses feedback and evaluates outcomes to drive continuous improvement.
- Provides appropriate recognition when standards are achieved or exceeded.

Communicating Effectively

**Recognises the value of and requirement to communicate effectively with all employees.
Has effective verbal and written communication skills. Has good interpersonal skills.**

- Presents ideas effectively to individuals and groups and delivers presentations suited to the nature and needs of the audience.
- Is clear in all communications, considering the audience in getting the message across.
- Prepares for communication, carrying out the necessary research and speaking to the relevant people in advance.
- Uses the most appropriate communication channels when communicating with others.
- Writes fluently, clearly structuring written communication.

Salary

The salary scale for the position is:

€55,641 - €56,969 - €58,586 - €61,629 - €63,447 (Max) - €65,706 (LSI1) - €67,977 (LSI2)

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

Hours of Duty

The standard working week will be 35 hours per week. The role will involve flexible working hours and will include evening and weekend work. Overtime rates will not apply to additional hours worked outside of normal hours. The Council reserves the right to alter your hours of work from time to time.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities.

Candidates are advised to view our Candidate Information Booklet where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.

The deadline for receipt of applications is 4pm on Monday 31st March 2025.

Guidelines for completing and submitting application forms are available on our website and can be accessed here: [Recruitment Resources - Cork City Council](#)

We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.