



Comhairle Cathrach Chorcaí  
Cork City Council

**RAPID Co-ordinator &  
Social Inclusion  
Specialist  
(Grade VII)**

**JOB SPECIFICATION**

Please download and read in conjunction with

**Closing date:**

**4pm, Monday 31<sup>st</sup> March 2025**

## 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.

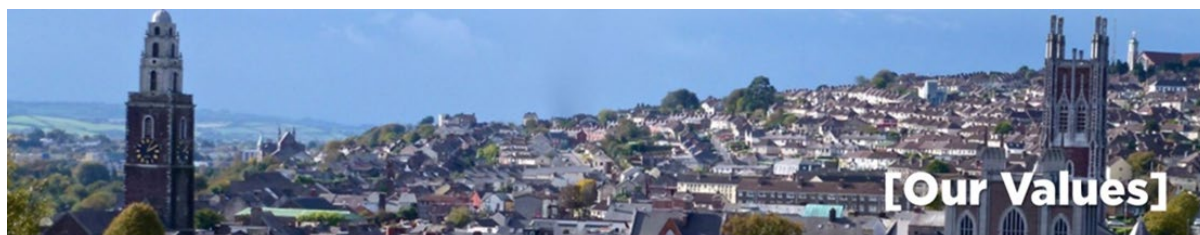
Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the [National Planning Framework \(NPF\)](#). This sets a target for Cork City for the population to grow 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 €325m 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](#)

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. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

Cork City Council invites applications, on the official application form, from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for the post of RAPID Co-ordinator & Social Inclusion Specialist may be filled.



#### 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.



Comhairle Cathrach Chorcaí  
Cork City Council

SUSTAINABLE  
DEVELOPMENT  
GOALS



We are Cork.

## RAPID - REVITALISING AREAS THROUGH PLANNING INVESTMENT & DEVELOPMENT

Revitalising Areas through Planning, Investment and Development (RAPID) works with communities across Cork City focusing on areas designated as disadvantaged. The focus is on communities, the voluntary sector and agencies working together in partnership for the betterment of the community.

The RAPID programme in Cork is trusted and respected as having delivered strong inter-agency cooperation and specific programmes and projects to address disadvantage. A single Area Based Committee has been established which focuses on the 4 RAPID areas and is aligned with the Local Community Development Committee (LCDC) and other Inter-Agency structures in the City.

The four RAPID areas are in Cork are:

- Knocknaheeny/Hollyhill/Churchfield
- Blackpool /The Glen/Mayfield
- Fairhill/Gurranabraher/Farranree
- Togher/Mahon/Ballyphehane

[RAPID Communities in Focus Information Booklet](#)

## THE ROLE

The successful candidate will, co-ordinate and deliver the RAPID programme and the SEEP (Social Economic Environmental Plan) for the Community division of Cork City Council, with an initial deployment to Knocknaheeny, Churchfield, Gurranabraher, Fairhill and Shandon Street areas.

This role is pivotal in driving Cork City Council's commitment to social inclusion and community development within designated RAPID (Revitalising Areas through Planning, Investment and Development) areas. As a RAPID Coordinator and Social Inclusion Specialist, you will play a crucial role in implementing the SEEP (Social Economic Environmental Plan) and leading a range of strategic initiatives aimed at addressing disadvantage and fostering vibrant, inclusive communities.

You will be at the forefront of collaborative efforts, working closely with residents, community organisations, statutory agencies, and the private sector to ensure that the needs of the RAPID areas are met.

This role demands a proactive and strategic leader capable of coordinating interagency efforts, managing social inclusion projects, and ensuring alignment with the Cork City Local Economic & Community Plan. You will be instrumental in building trust and fostering strong partnerships, representing Cork City Council at various forums, and driving positive change through effective project management and community engagement. You will also directly lead and manage Social Inclusion Development Workers. Ultimately, this role is about empowering communities, promoting social equity, and contributing to the sustainable growth and prosperity of Cork City.

## DUTIES

The duties of the post include, but are not limited to, the following: -

- To work as a RAPID Co-ordinator and Social Inclusion Specialist with the Community team in Cork City Council providing leadership to a variety of Social Inclusion initiatives including Trauma Sensitive Cities, the Social, Economic and Environmental Plan the Social Inclusion Community Activation Programme, the Local Enhancement Programme & a range of community initiatives.
- To lead and coordinate discussions, consultations and information rounds with communities, community organisations, civic society, the private sector and others as relevant to the role.

- To progress the implementation of a number of key Social Inclusion & Equality actions including but not limited to those in the Cork City Local Economic & Community Plan 2024-2029
- To work with a variety of stakeholders to develop initiatives designed to support social inclusion & community development in Cork city.
- To represent Cork City Council at local, National, and International related meetings, conferences, and forums as required.
- To co-ordinate and support interagency groups across the city, ensuring they are responding to community need within your designated RAPID area
- To prepare relevant reports as required
- To support the Community Team with events, committee memberships, co-ordination
- To manage and lead Social Inclusion Development Workers within the team

*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 to take instructions from and report to, an appropriate officer or such designated officer as may be assigned from time to time by the Council.*

## QUALIFICATIONS

### **1. Character**

Candidates shall 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:

- a) A minimum of level 8 degree in the National Framework of Qualifications in Community Work, Social Science/Politics, Sociology, Social Work, Youth Work, Arts & Humanities or equivalent.
- b) A minimum of 5 years' professional experience working with or in a Local Authority or other statutory body in a similar role **OR** A minimum of 5 years' professional experience working with or in the Community and Voluntary Sector in a similar role, such experience having been gained after attaining their Level 8 qualification
- c) Have a good understanding and knowledge of Social Inclusion strategies and Community Development approaches.
- d) Have good experience of effectively directing and supporting individuals and teams in the delivery of local authority projects and services.
- e) Be very familiar with meeting stakeholders and in securing co-operation and consensus with a range of bodies and representative groups.
- f) Able to work anti-social hours.

### **4. Desirable Skills**

The ideal candidate will:

- Be able to prepare project briefs and carry out project assessment and appraisals.
- Have good experience of providing updates, presentations, and reports, taking feedback, and ensuring any learning from same is used to enhance the operations of the organisation.
- Have good experience of providing information on the pattern of demand and activity and the skills to schedule/programme the carrying out of work.
- Have excellent interpersonal, communication and influencing skills and an excellent work ethic with a keen interest in pushing projects forward.
- Have experience of managing finance and budgets and ensuring value for money.

- Have a track record of delivering results and an ability to work under pressure and to meet deadlines.
- Have a good knowledge of issues of marginalisation, social inclusion, community development as they relate to RAPID areas.

## COMPETENCY FRAMEWORK

Key competencies for the post are outlined in the table below. Candidates are expected to demonstrate their competence in each area both in their application form and at interview, if invited. To effectively showcase your skills, use the STAR technique (Situation, Task, Action, Result).

For each competency, provide a recent and specific example of your achievements, detailing the situation or project, your role, the actions you took, and the outcome.

<u>Management &amp; Change</u>
<p><b>Strategic Ability:</b> Displays the ability to think and act strategically to ensure that their functional responsibility is properly aligned with purpose, mission and vision of the Council.</p>
<ul style="list-style-type: none"> <li>• Is effective in translating the mission and vision into operational plans and outputs.</li> <li>• Incorporates opportunities into the operational planning process and identifies potential obstacles related to same.</li> <li>• Analyses, reviews and evaluates the section’s capability to meet its objectives.</li> <li>• Uses a variety of methods (including research, external expertise and environmental scanning) to understand how external factors may affect strategic objectives.</li> <li>• Evaluates and improves operational performance through the use of Service Indicators, internal Performance Indicators, benchmarking and continuous improvement.</li> <li>• Develops or revises policy to support corporate objectives.</li> <li>• Articulates personal and collective commitment to the corporate and departmental objectives.</li> <li>• Engages in departmental and cross departmental consultation in the development and integration of the operational objectives.</li> <li>• Identifies causes and consequences of problems.</li> <li>• Identifies patterns or connections between situations that may appear to be unconnected.</li> <li>• Demonstrates innovation and creativity to secure successful strategic outcomes.</li> </ul>

### **Delivering Results**

**Operational Planning:** Contributes to operational plans and develops team plans in line with priorities and actions for their area of operation, having regard to Corporate goals, operational objectives, available resources. Establishes high quality service and customer care standards.

- Contributes to development of operational plans and leads the development of team plans having regard to operational objectives set out in the relevant operational plan.
- Assumes responsibility for getting things done (is accountable).
- Negotiates annual resource needs and plans accordingly.
- Ensures clear allocation of tasks and duties within the team.
- Determines the key delivery elements within a team plan and the expected or required standard.
- Delegates work tasks in a clear and specific manner.
- Closely tracks and monitors activities to ensure compliance with standards and recommends change as appropriate.
- Accurately identifies customer service needs and develops appropriate standards and policies to provide clear performance expectations.
- Consults effectively when setting customer service standards and pursues continuous improvement in customer service standards.
- Adjusts services and standards to cater for changes in customer needs and expectations.

### **Performance Through People**

**Managing Conflict:** Effectively identifies and manages conflict and potential sources of conflict or employee dissatisfaction.

- Relates well to others and maintains positive working relationships.
- Identifies causes of conflict at an early stage and manages these to reach beneficial solutions and positive outcomes.
- Demonstrates sensitivity in balancing operational requirements with personal commitments, preferences and issues.
- Demonstrates awareness of cultural, social and individual differences which may impact on relationships in the workplace.
- Demonstrates, appropriate and effective behaviour when in conflict situations.
- Is proactive in providing help or support to others.
- Uses diplomacy and tact to facilitate working relationships with dissatisfied staff or customers.



### **Personal Effectiveness**

**Personal Motivation ,Initiative and Achievement:** Is enthusiastic about the role and is motivated in the face of difficulties and obstacles. Does more than is required or expected, anticipating situations and acting to pre-empt problems. Takes action within the bounds of own ability. Creates new opportunities.

- Sets challenging standards and achieves high quality outcomes.
- Is self-motivated and persistent in the face of difficulty.
- Responds positively to the challenges of the role
- Learns from experiences: is not afraid to constantly improve.
- Is dedicated and enthusiastic about their role.
- Looks to meet the needs of the broader organisation rather than focussing on own spe responsibilities.
- Demonstrates and encourages innovation and new thinking.
- Achieves or exceeds personal work objectives.
- Manages own time effectively to achieve objectives.
- Seeks opportunities to exceed the personal, work and career goals set.

Candidates may be shortlisted on the basis of the information provided in their application form so careful attention should be given when completing the application to ensure that relevant experience and competencies are highlighted.

## **PRINCIPAL CONDITIONS OF SERVICE**

### **Salary**

Salary Scale for the position of RAPID Co-ordinator and Social Inclusion Specialist (Grade VII) is:

€59,417 - €60,871 - €62,568 - €64,271 - €65,974 - €67,495 - €69,054 - €70,563 - €72,069 – €74,649 (LSI 1) - €77,243 (LSI 2)

New Entrants to the Local Authority Service commence on the 1st point of the scale in accordance with current Government Policy as set out in Department of the Environment Circular Letter EL 02/2011 of 28th January 2011 and Circular EL 05/2016 dated 5th February 2016.

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The salary shall be fully inclusive and shall be as determined from time to time. The awarding of increments is subject to satisfactory service. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform.

### **Hours of Duty**

The standard working week will be 35 hours per week. It is important that applicants fully understand that due to the nature of the role, it will be a requirement that the post holder be flexible about evening and weekend work which will be critical to the post for which overtime will not be paid but time-off-in-lieu will be available.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work from time to time.

All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

*The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.*

***Please download and read in conjunction with the Candidate Information Booklet***