

Our Vision	Our Mission	Our Values
A place which empowers individuals, families, and communities to participate in a county which is inclusive, diverse and sustainable	We empower and facilitate development and social change, through the delivery of a set of integrated supports which address the causes and consequences of social and economic disadvantage, and poverty	Our values represent the important principles and beliefs which underpin our work with the individuals, families, and communities that we serve. We foster a culture where these values are embedded across all our programmes and staff teams within Louth Local Development

The Board of Louth Local Development invites applications from suitably qualified persons for the following post.

SICAP Projects Officer

Our Mission: Louth Local Development will promote, assist and engage in social development and enterprise development to facilitate rural and urban regeneration and community development designed to benefit and promote the welfare of local communities to deal with the causes and consequences of social and economic disadvantage or poverty. Louth Local Development CLG is an equal opportunities employer.

Title	SICAP Projects Officer
Status	Fixed Term Contract subject to funding until December 2028
Reporting to	Social Inclusion Manager
Salary	Salary Scale In place: Point 4 €40,044
Hours	Full-time post 35 hours per week
Note	This post is not open to job share

The Role: The SICAP Projects Officer will be responsible for the delivery of social inclusion actions as outlined across Goal 1 and Goal 2 activities of the SICAP Programme 2024- 2028 and will work in close collaboration with the staff team in the coordination and development of the programme and relevant networks.

The Person: The SICAP Projects Officer is required to work as part of an effective Social Inclusion Team in supporting and facilitating the implementation of Louth Local Development strategic plan, with a particular focus on our Social Inclusion Community Activation Programme. The overall aim of the role is to address poverty and disadvantage in County Louth by working to support disadvantaged communities by engaging with a range of SICAP target groups to reach their full potential in terms of maximising their opportunities.

The candidate will have experience in project delivery, have an ability work with a range of stakeholders and hold excellent ICT, communication and report writing skills.

Responsibilities	
Principal duties and responsibilities	<p>Under the direction of the Social Inclusion Manager:</p> <ul style="list-style-type: none"> To implement the Social Inclusion and Community Activation Programme (SICAP) Goal 1 and Goal 2 Programme of Activities 2024-2028 under the direction of the Social Inclusion Manager Implement and support the delivery of a suite of SICAP activities and concentrate resources within targeted communities of disadvantage in the Dundalk area

	<ul style="list-style-type: none"> • To take a proactive approach in targeting and actively engaging in outreach activities to reach across the SICAP target groups • Work in conjunction with education providers and community organisations in planning targeted activities and programmes • To support local community groups and networks in disadvantaged communities to identify the key social inclusion issues and develop area- and issue-based plans to address these issues. • To facilitate the establishment of new community groups to address emerging social inclusion issues in disadvantaged areas. • To establish and maintain area/issue-based networks in RAPID areas to provide opportunities for disadvantaged communities to engage in local decision-making structures, including the PPN. • To build the capacity of Local Community Group's to raise education and awareness of Climate Justice • To have the ability to supervise staff from labour market programmes for example Community Employment and Tús potential volunteers, social enterprise development etc • Undertake other duties and responsibilities as may be assigned in agreement with the Social Inclusion Manager
Finance /Administrative Duties	<ul style="list-style-type: none"> • In conjunction with the Social Inclusion Manager, draw up annual budgets and monitor and control programme funding expenditure • Update the IRIS management system and all related project files • To conduct and contribute to the collection of data to monitor the impact of the SICAP programme • Compliance with data protection and GDPR standards
Stakeholders/ Network Function	<ul style="list-style-type: none"> • Contributing at a local and national level to the formulation of policy and best practice in the provision of supports to social inclusion stakeholders and SICAP target groups. • Develop and enhance the relationship of Louth Local Development with the school community, educational personnel, relevant education providers and community organisations through building effective communication networks and working relationships • Development of networks related to the role • Maintaining the public profile of Louth Local Development

Qualifications/Knowledge and Expertise: The SICAP Projects Officer will be able to demonstrate practical experience of employment and education issues affecting individuals and communities.

Qualifications & Experience	<ul style="list-style-type: none"> • Minimum NFQ Level 7 / Level 8 qualification in community development, social sciences or a field relevant to the nature of the post • Candidates must possess knowledge and/or experience of the Local Development Sector and in particular education, community development and social inclusion. • Candidates must have proven group work skills, facilitation experience and networking abilities.
Competencies	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal. • Proficiency in the use of MS Office applications, online meeting platforms (ZOOM, MS Teams) • Knowledge of socio-economic disadvantage and its impact on Communities • Accurate and methodological approach.

Terms	<ul style="list-style-type: none"> • This post is offered on a weekly 35-hour basis. Continuance is subject to funding from our funders. • Employer's contribution pension scheme • Location of the post will be across outreach offices in Dundalk Louth Local Development, and the post holder will be required to attend meetings across our office network. We reserve the right to relocate to any of our offices with due notice. • Access to a car and full driving licence is required.
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	<ul style="list-style-type: none"> • Annual Leave - 23 days
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Application Process	<ul style="list-style-type: none"> • Applications must be made by way of the screening form click on this link: Screen Form please complete • Please also submit CV and cover letter sonya.hyland@lldc.ie • Closing date for receipt of applications Thursday 25th September 2025 @ 12 noon • No late applications will be accepted • Interviews will be held in Dundalk on the morning of Wednesday 1st October 2025 • You will be advised of the outcome of your application in writing • Louth Local Development CLG is an equal opportunities employer
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Note to interested applicants:

- Louth Local Development use a competency-based assessment system, and a ranking and/or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and/or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.
- Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.