

KILDARE COUNTY COUNCIL
CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY

COMMUNITY WORKER
PERMANENT & CONTRACT POSTS

Closing Date: 4.00 p.m. on 8th June 2023

Kildare County Council is committed to a policy of equal opportunity.

Contact:
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Kildare County Council
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JOB DESCRIPTION

THE JOB: COMMUNITY WORKER

Kildare County is seeking to establish a panel of Community Workers to fill permanent and contract posts that arise during the life of the panel.

RESPONSIBILITIES/DUTIES:

The role, involves, but is not limited to the following:

- To deliver on Kildare County Councils' Community Development /Estate management portfolio.
- The successful candidate will be assigned to a specific team whilst working closely with other relevant teams in the Community Department and across the organisation, promoting community awareness, involvement and participation.
- Develop estate profiles and carry out a needs analysis with targeted communities in the areas assigned.
- Seek out local leaders, or potential leaders, in the community and ensure, as far as possible, their participation in community groups.
- Support and develop the capacity of Community groups' in the area assigned and assist in the development of estate based projects including clubs and groups.
- Set up local area development teams made up of appropriate agencies and community support groups as appropriate.
- Assist communities to develop and complete annual work programmes and present these programmes to the designated direct line supervisor on an annual basis.
- Support groups to source grant aid and funding support where required to meet the objectives of the work programmes.
- Monitor the spending of all grants and use of facilities provided and report effectiveness.
- Where a community centre is in place, devise a management plan with the support of the local community and oversee the implementation and ongoing use of the community facility by ongoing monitoring and evaluation.
- Use a Community Education approach to build the communities capacity to participate in the wider community context.
- Carry out any duties or responsibilities that may be assigned by the Council from time to time.
- The duties of the office will involve activity outside normal working hours and Time off in lieu will be granted at the convenience of the Council in respect of extra hours worked.

The Community Worker will report to the Senior Community Worker in the Community department.

THE IDEAL CANDIDATE

It is desirable that candidates demonstrate through their application form and at the interview that he/she:

- Knowledge and understanding of the structure and functions of local government, of current local government issues, priorities and concerns and of the key influencers of local government;
- Understanding of the role of a Community Worker;
- Formulating and operating a programme of community development initiatives with the active participation of local communities;
- An ability to work as part of a team effectively to achieve a common goal, ensuring strong governance and ethics standards are adhered to and maintained;
- An understanding of the representational role of the elected members and the need to work with them to deliver quality services and implement policy decisions;
- An ability to work under pressure to tight deadlines in the delivery of key operational objectives;
- Ability to monitor and evaluate work and write reports;
- Be able to produce and access information efficiently and accurately;
- Ability to advise, inform, motivate and support individuals and organisations;
- Have an excellent working knowledge of word processing and data processing programmes and experience of communicating through social media;
- Have ability to produce good quality publicity material;
- Have knowledge and understanding of Government funding opportunities with a particular focus on Capital and Developmental Programmes;
- Have a good knowledge and interest in a variety of target areas including Travellers, Youth, Older People, Volunteers, etc.

Driving Licence

Applicants should at the date of appointment hold a full valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below). They must be a competent driver and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

<https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences>

QUALIFICATIONS

The Minister for Housing, Planning and Local Government has declared that the qualifications for the position of Community Worker are:

CHARACTER: Each candidate must be of good character.

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.

EDUCATION/EXPERIENCE, ETC.:

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

- Have a third level qualification in Community Development
- Have a strong knowledge of Community Development needs in relation to social inclusion, participation and the ability to demonstrate a working knowledge of same
- Have experience of designing and evaluating programmes and various interventions
- Have knowledge and experience of networking
- Have experience working as part of a team
- Have the ability to communicate well and work co-operatively with Community groups, internal departments and service providers
- Have flexibility and enthusiasm (work may involve irregular hours)
- Have the ability to initiate, self-motivate and the ability to motivate others

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

PRINCIPAL CONDITIONS OF SERVICE

TYPE OF POST: To form a panel from which full-time, permanent and fixed term contract posts may be filled.

SALARY:

€47,339 per annum to €53,248 per annum (maximum)

€54,981 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€56,721 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Please note starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government Pay Circulars.

PROBATION:

- (a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- (b) Such period shall be one year but the Chief Executive may, at her discretion, extend such period;
- (c) Such a person shall cease to hold the position at the end of the period of probation unless during this period the Chief Executive has certified that the service is satisfactory;
- (d) There will be assessment(s) during the probationary period;

Working Hours (35 Hour Week)

The hours of work are 9.00 a.m. to 5.00 p.m. Mondays to Fridays (rotas operate for lunchtime opening). Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

The Council reserves the right to alter your hours of work from time to time.

You may be required to work overtime on various occasions.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

Examples of some of the current Employee Benefits

- Allocation of 30 Days Annual Leave per annum (pro-rata)
- A range of Family Friendly Policies
- Availability of a Cycle to Work Scheme
- A range of Learning and Developmental Opportunities
- Paid Maternity and Paternity Leave
- Option to become a member of Kildare County Council's Social Club
- State of the Art Office Accommodation
- Automatically entered into a pension scheme
- Access to the services provided under Kildare County Council's Employee Assistance Programme

Location

Staff will be based at Áras Chill Dara, or other council facilities within the county.

Kildare County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **30** days.

Superannuation Contribution

Persons who become pensionable officers of a local authority, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of the State Pension Contributory).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required, in respect of their superannuation, to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a local Authority are required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the local authority at the rate of 1.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of State Pension contributory) in accordance with the terms of the Scheme.

Pension Arrangements and Retirement Age

Candidates will be informed of their superannuation position at time an offer of appointment is being made.

Pension Abatement

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Public/Civil Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pension (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Eligibility To Work In Ireland

Please note that in order to work in Ireland, a non-EEA National, unless they are exempted, must hold a valid Employment Permit. Should you be successful in the selection process, prior to appointment you will be required to confirm that you are in possession of same.

APPLICATION PROCESS

Candidates are invited to complete the online application form on our candidate portal. First time candidates will need to register with the Submit.com platform and then complete the form. Details are available on our website at <http://kildare.ie/countycouncil/AllServices/Recruitment/>.

Closing date is Thursday 8th June 2023 at 4.00 p.m.

An official application form must be completed in full by the closing date for the competition. Please note that amendments to the application form will not be accepted after the closing date.

SELECTION PROCESS

The competition may consist of a two-stage process:

1. Eligibility/Shortlist

Candidates will be assessed to determine if they meet the declared qualifications for the post. Shortlisting may also be carried out depending on the number of applications received and the likely number of vacancies to be filled. Where shortlisting applies candidates will be assessed relative to each other based on information supplied in the application form. Only shortlisted candidates will be called for interview.

2. Competitive interview

Candidates are expected to demonstrate in their application form and at interview that they have the **knowledge, understanding, skills** and **experience** required for the role as detailed above in the job description and qualifications for the position.

Candidates will also be assessed under the following key competencies.

Understanding purpose and Change	<ul style="list-style-type: none">• Develops and maintains positive, productive and beneficial working relationships internally and externally with numerous stakeholders and groups;• Effectively manages the introduction and implementation of change and demonstrate flexibility and openness to change;• Understands key challenges facing the local authority sector;• Maintaining a Positive Image of the Council .
Delivering Results	<ul style="list-style-type: none">• Translates the business or team plan into clear priorities and actions for their area of responsibility;• Plans and prioritises work and resources effectively;• Establishes high quality services and high quality customer care standards in delivering services;• Makes timely, informed, and effective decisions and shows good judgement and balance in making decisions or recommendations.
Leading, Motivating Performance and Communicating Effectively	<ul style="list-style-type: none">• Leads, motivates and engages team members as well as community groups, boards and committees to achieve quality results and to deliver on operational plans;• Effectively manages team and individual performance;• Excellent communication skills, including written communication and an aptitude for report writing;• Has effective interpersonal and presentation skills;

	<ul style="list-style-type: none"> • Has a constructive and progressive attitude to working ; • Has, as part of the Community Development Team an ability to develop partnerships with the wider community and with other organisations active in the County.
Personal Effectiveness	<ul style="list-style-type: none"> • Be self-motivated with ability to work on own initiative; • Takes initiative and is open to taking on new challenges or responsibilities; • Manages time and workload effectively, remains calm and has the ability to manage the delivery of several tasks/projects concurrently; • Maintains a positive and constructive and enthusiastic attitude to their role; • Commitment to integrity & good public service values.

APPOINTMENT

Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting as applicable.

Period of Acceptance

The local authority shall require persons to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

Feedback and Review

Candidates can seek feedback from their interview. If a candidate is unhappy with an action or decision in relation to their application for appointment, they can seek a review of the process. Any request for feedback or review must be made within 5 working days of the date of notification of the decision.