

## Job Description and Person Specification

<b>Role</b>	Co-ordinator – Social Inclusion and Inclusion Labour Market Programmes
<b>Unit</b>	Programme, Planning and Design (formerly Funder Liaison and PSSU)
<b>Directorate</b>	Programmes
<b>Grade</b>	3
<b>Reporting to</b>	Appraisal Specialist, Programmes, Planning and Design Unit
<b>Role Purpose/ Summary</b>	<p>The Programme, Planning and Design Unit in Pobal is responsible for designing funding programmes in response to our funding department's policy requirements. Some of the unit's outputs include: funding application forms and guidelines, programme rule books, support manuals for operational units in Pobal, provision of reports &amp; responses to our funders to support their policy making processes and liaison with potential and current grant holders.</p> <p>The post holder will work with a team and will be responsible for developing proposals, frameworks and systems for new and existing programmes, including all specifications needed to develop and deliver programmes in a manner which can maximise their impact on targeted communities.</p>
<b>Key Responsibility Areas</b>	<ol style="list-style-type: none"> <li><b>1. Resource Development</b> <ul style="list-style-type: none"> <li>– Develop position papers which can form a basis for future programme design and new business opportunities for Pobal.</li> <li>– Specify and design programmes, including the production of all documentation as required. This will include programme guidelines, guidance materials and any materials needed on planning tools (logic modelling etc.).</li> <li>– Ensure all programme design is properly consistent with Pobal monitoring systems and standards.</li> <li>– Collate external information in relation to thematic areas in particular social inclusion and equality and labour market programmes with a particular focus on disadvantaged communities/individuals.</li> </ul> </li> <li><b>2. Training</b> <ul style="list-style-type: none"> <li>– Draw up and develop all associated internal and beneficiary implementation, supporting and training materials.</li> <li>– Deliver training to Pobal staff on materials produced.</li> <li>– Act as resource to offer on-going advice and support on material within documentation produced.</li> </ul> </li> <li><b>3. Relationship building</b> <ul style="list-style-type: none"> <li>– Assist other colleagues in matters pertaining to Pobal's relationship with our funders Carry out similar functions, as necessary, with other external expert groups</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>- Builds and maintains effective working relationships with other colleagues in Pobal working in other units on these thematic areas</li> </ul> <p><b>4. Other</b></p> <ul style="list-style-type: none"> <li>- Any other duties within the general requirement of this job description which may be required from time to time</li> </ul>
<b>Critical Competencies</b>	<ol style="list-style-type: none"> <li>1. Communication skills – Level 2</li> <li>2. Teamwork – Level 2</li> <li>3. Corporate writing skills – Level 2</li> <li>4. Problem solving &amp; decision making – Level 2</li> <li>5. Programme policies &amp; procedures – Level 2</li> </ol>
<b>Other Competencies</b>	<ol style="list-style-type: none"> <li>6. Analytical skills – Level 2</li> <li>7. Customer service &amp; support – Level</li> <li>8. Building &amp; maintaining relationships – Level 2</li> <li>9. Flexibility &amp; adaptability – Level 2</li> <li>10. Organisation awareness – Level 2</li> </ol>
<b>Required Experience</b>	<ul style="list-style-type: none"> <li>- Strong understanding &amp; experience of social inclusion, equality and labour market programmes in Ireland and the EU.</li> <li>- Knowledge and experience of performance monitoring systems within the sector</li> <li>- Knowledge and experience of programme documentation and design and the production of reports for external audiences at various levels</li> <li>- Liaison with public sector officials , civil servants or other policy makers</li> <li>- Proficient in MS packages e.g. SharePoint, Word, Excel, MS Project, Outlook</li> </ul>
<b>Qualifications</b>	Relevant third level qualification to Level 7 (Degree level) or higher on the National Framework of Qualifications, or equivalent, is desirable.
<b>Other Relevant Information</b>	<p>Desirable:</p> <ul style="list-style-type: none"> <li>- Experience of service delivery within disadvantaged communities</li> <li>- Previous experience of the line management of staff</li> <li>- Knowledge of workings of the community/voluntary/public sector</li> <li>- Understanding of the Irish language</li> </ul>
<b>Terms &amp; Conditions of Employment</b>	<ol style="list-style-type: none"> <li><b>1. Salary</b> <ul style="list-style-type: none"> <li>- Pobal's Grade 3 Salary scale is €48,812 to €61,693 per annum</li> </ul> </li> <li><b>2. Duration of Contract</b> <ul style="list-style-type: none"> <li>- This fixed term contract up and until 31<sup>st</sup> December 2018</li> </ul> </li> <li><b>3. Probation</b> <ul style="list-style-type: none"> <li>- A probationary period of six months will apply</li> </ul> </li> <li><b>4. Pension</b> <ul style="list-style-type: none"> <li>- Pobal operates a defined contribution pension scheme. Employees have access to the scheme on successful completion of their six-month probationary period</li> </ul> </li> </ol>

**5. Annual Leave**

- Annual leave will be 24 working days, exclusive of public holidays pro-rated for the contract

**6. Travel & Subsistence**

- Travel and subsistence will be paid at public sector rates

**7. Location of the position**

- The successful candidate will be located in the Monaghan Office. A panel may be created should other similar vacancies arise in this unit. Any likely future posts will be based in the Dublin office.

**Selection  
Process**

Selection will involve short listing of applicants for interview based on the criteria for the position as outlined in this job description and person specification.

To apply, please send your completed application form to [hrenquiries@pobal.ie](mailto:hrenquiries@pobal.ie)

The closing date for applications is 5pm, Wednesday 20<sup>th</sup> July 2017.

***Pobal is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society.***

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