

Employment Opportunity: SICAP Programme Manager (Full-time, Fixed-term Contract)

The Position: Meath Partnership is seeking applications for the position of SICAP Programme Manager. This is a full time, senior management position within the Company. The Programme Manager will be a central person in the SICAP project team; will drive the delivery of the Programme's Strategic Plan and ensure the integrated delivery of annual action plans to achieve the established KPIs for the Programme in County Meath.

We are seeking an ambitious and driven professional who will embrace and make the most of the excellent opportunities that exist within SICAP to deliver dynamic and impactful social inclusion services and supports across County Meath. The aim of SICAP is "to reduce poverty and promote social inclusion and equality in Ireland through supporting communities and individuals using community development approaches, engagement and collaboration". The successful candidate will be joining a busy, challenging yet very rewarding work environment.

The contract is for an initial 2 year (24-month) period; with the strong probability of an extension subject to continued funding. The position is subject to a six-month performance appraisal. Ideally, the successful applicant will be in a position to start as soon as possible, and no later than the 1st June 2021.

Key Accountabilities: Reporting to the CEO, the SICAP Programme Manager will be responsible for:

- Manage and co-ordinate the day-to-day programme operations to ensure the SICAP Programme is delivered to meet the agreed KPIs contained within the approved Annual Plan and Funding Contract
- Participate in Meath Partnership's management meetings and contribute to the strategic direction of SICAP and Meath Partnership on an ongoing basis.
- Provide leadership to the team in terms of service design and delivery demonstrating your ability to adjust to the needs of clients and local community groups offering creative solutions to complex issues
- Provide support and supervision to the SICAP staff team and support their work and efforts under the programme goals; undertake probation and performance reviews as required
- Programme planning at action level and monitoring of same; support the staff team to overcome challenges and find workable solutions
- Prepare and deliver management progress reports at monthly and quarterly intervals to the Board, monitoring committees and our funders
- In collaboration with the staff team, write and prepare a new annual plan for 2022 and write the end of year reports for 2021 and 2022.
- In conjunction with the CEO and the CFO, prepare and monitor the spend of the SICAP budget on an ongoing basis and ensure expenditure incurred is in line with eligibility requirements
- Build a network of stakeholders and state agencies that can be leveraged to support the delivery of the SICAP programme in county Meath – make applications for external funding sources to add to the implementation budgets of the programme
- Based on the objectives of the company and the SICAP 2018-2022 Strategic Plan, ensure that the programme is evaluated against identified needs and programme criteria
- Quality assurance aspects of project file administration and programme reporting. Coordinate and manage the SICAP staff team in preparation for external programme audits by the LCDC or auditors appointed by Government

- Co-operate and co-ordinate activities with other programmes within Meath Partnership to ensure a focus on excellent customer service to our clients and stakeholders
- Develop campaigns and marketing collateral to raise awareness of the services delivered by the programme and undertake appropriate outreach activities to support the programme's engagement strategy
- Represent Meath Partnership and the SICAP Programme on external fora and committees and promote the programme at various events and seminars.

The post-holder is expected to be flexible in the performance of his/her duties. The above duties are not exhaustive and may be reviewed by the CEO at any time.

Terms of Employment

1 x full-time position is available working 39 hours per week. The nature of the work may on occasion require working unsocial hours i.e. evenings and weekend and access to own transport is essential for all positions given the outreach nature of the posts on offer. This position is subject to Garda Vetting in line with Meath Partnership policy.

Duration: Specified purpose contract subject to continued provision of SICAP funding. A six-month probationary period applies.

We are looking for an experienced professional with the following:

Education Qualifications and Attainments

- A recognised third level qualification in community development/ social inclusion/ HR management or related field
- A minimum of five-years paid employment experience at senior management level and preferably in the management of government funded programmes

Essential Knowledge and Experience

- Proven people management skills with resilience and ability to engage and motivate a team
- Strong interpersonal and communication skills (oral and written) with an excellent command of English
- Excellent organisational skills with experience of working in a fast-paced social inclusion environment and to deadlines
- Ability to work on own initiative and to organise and deliver on detailed work-plans

Desirable Skills, Abilities and Experience

- Excellent report writing and presentation skills
- Experience of working with Community Organisations, State Agencies and the Public Sector in terms of originating grant applications, securing funding and executing high level project/programme delivery
- Experience administering exchequer funded programmes
- Experience in event management, communications and public relations

This job description is intended to outline key duties and responsibilities for this position. It is not intended to be an exhaustive list of all duties, responsibilities and activities to be attended to. A flexible approach to tasks which arise that are not specifically detailed in this job description will be required.

Salary: The salary on offer will range from €50,000 - €55,000 per annum, commensurate with experience.

Leave: The annual leave entitlement is twenty-five (25) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Meath Partnership closes for five (5) days at Christmas; this time is included in the annual leave entitlement detailed above.

Application Process

To apply, please submit the following:

- A brief cover letter
- A personal statement demonstrating how you meet the above mentioned requirements for the position (no more than 500 words) which must include relevant experience
- A curriculum vitae summarising your qualifications and relevant experience.

Please send your application to info@meathpartnership.ie. Applications should be clearly marked "SICAP Programme Manager". Meath Partnership is an Equal Opportunities Employer and all personal data will be retained in line with our GDPR policy.

Closing date for receipt of applications is Wednesday 12th May 2021. Late applications will not be considered.

This position is funded through the Irish Social Inclusion & Community Activation Programme.



The Social Inclusion and Community Activation Programme (SICAP) 2015-2017 is funded by the Irish Government and co-funded by the European Social Fund and includes a special allocation under the Youth Employment Initiative.