



## Global Action Plan

# Community Engagement Coordinator

## Job Description

<b>Position</b>	Community Engagement Coordinator
<b>Location</b>	Axis Centre, Main Street, Ballymun, Dublin 9.
<b>About the Organisation</b>	<p>Global Action Plan aims to inspire people to become ‘change makers’. We equip individuals and communities with knowledge and skills to develop solutions to the environmental and climate crises.</p> <p>We deliver programmes for community groups, schools and businesses, in areas ranging from environmental education and climate action, to global citizenship, the Sustainable Development Goals and community transformation.</p> <p>To assist our staff team to deliver the Ballymun Adapts/Ballymun Is Brilliant Creative Climate Action Project, we require the services of a Community Engagement Coordinator (part-time).</p>
<b>About the Project</b>	<p>“Ballymun Is Brilliant” is a project funded by Creative Ireland, and managed by Axis Ballymun, Global Action Plan and the Rediscovery Centre. The goal of the project is to help Ballymun transition to a climate resilient and low carbon society. The project aims to empower people in Ballymun to explore and create climate action ideas and solutions that are fair and equitable.</p> <p>The project will use creative methodologies to engage people, groups and residents from the Ballymun community, as well as those whose hearts or minds are in Ballymun. It will highlight the local realities and lived experiences through the lens of climate action. It will connect with people or groups where they are at in their climate action journey and highlight their level of readiness to act. With this awareness, the project will support the creation of actions that are fair and equitable and meet the needs of the community.</p> <p>In addition, artists connected to the project will work to create artworks that represent the voice of community members on issues and matters that arise. The project will run throughout 2024 and 2025.</p>

<p><b>Role Purpose</b></p>	<p>The Community Engagement Coordinator is a central role in the Ballymun Adapts/Ballymun Is Brilliant project. They will be a convener, enabler, connector and weaver.</p> <p>They will be the visible presence of the project in the community, building connections and communicating with residents and groups in Ballymun in a range of formal and informal ways. This may come in the form of holding and attending meetings, structured workshops or chats over a cup of tea. They will build relationships and foster trust with people and groups, with the intention of encouraging participation in the project over its two year duration. They will support weaving the connections between different groups or peoples active in the community to come together on shared ideas or projects.</p> <p>The Community Engagement Coordinator will ensure that the heart and voice of the community are represented throughout the project. They will guide the project team in creating ways to engage with the community that are appropriate and meet the community’s needs.</p> <p>They will help build connections with people who would normally not typically participate in or engage with conversations around climate and sustainability.</p> <p>They will be the key spokesperson for the project in the community, speaking at events and, where necessary, engaging with the media to ensure the voice of the community is represented.</p> <p>They will work closely with the project manager, community facilitators and artists throughout the project timeline.</p> <p>We envisage that the Community Engagement Coordinator is someone who has strong roots and connections in Ballymun, has a deep care for its future and is open to fostering and exploring creative ways for the future of the community.</p>
<p><b>Reports to</b></p>	<p>Development Manager</p>
<p><b>Hours &amp; Contract duration</b></p>	<ul style="list-style-type: none"> <li>● 15 hours / 2 days per week within normal working week Monday - Friday, hours to be agreed. (Flexible hours based on candidate’s requirements)</li> <li>● Fixed term from starting date ending December 2025</li> <li>● There will be an occasional requirement to undertake evening and weekend work.</li> </ul>
<p><b>Salary and benefits</b></p>	<ul style="list-style-type: none"> <li>● Salary on offer will be at Coordinator grade: €37,500 full-time (5 days/wk), calculated pro-rata.</li> </ul>

	<ul style="list-style-type: none"> <li>● Annual leave allowance of 25 days per year pro rata</li> <li>● Remote working policy</li> <li>● Flexible working hours</li> </ul>
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<p><b>Main Duties/Tasks</b></p>	<ol style="list-style-type: none"> <li>1. Leading community engagement for Ballymun Is Brilliant with community groups and residents from Ballymun as well as those whose head, heart or mind has, is or may be in Ballymun.</li> <li>2. Arranging meetings, workshops, cuppas and gatherings with prospective groups, peoples or residents in coordination with the project manager and community facilitators.</li> <li>3. Identifying new and existing stakeholders within the Ballymun community.</li> <li>4. Fostering and maintaining relationships with groups and residents throughout the Ballymun Is Brilliant project.</li> <li>5. Supporting the Ballymun Is Brilliant project team in understanding needs of the community to ensure all activities are relevant and meaningful.</li> <li>6. Provide regular updates to the project team to facilitate project reporting.</li> <li>7. Facilitate impact measurement by supporting data collection, journaling and regular reports for the project team.</li> <li>8. Any other duty in relation to the post, as determined by the Board/ Management, as and where appropriate and commensurate with the constraints of the post.</li> </ol>
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*This job description is a guide to the general range of duties attached to the role. It is intended to be neither definitive nor restrictive and is subject to review with the employee concerned and therefore may be updated from time to time to reflect changing business and operational needs and the employees own development and growth needs.*

## Person Specification

<p><b>Essential Experience</b></p>	<p>The successful candidate is likely to have a minimum of 5 years' experience of working in a similar role in community engagement or outreach and will have experience of working in the Ballymun community on similar community programmes.</p> <p>We value life experience and experience of group work, including voluntary work areas such as community development, sustainable development, social justice, education or other relevant disciplines.</p> <p>The successful candidate is likely to have personal values aligned to the ethos and values of GAP.</p>
<p><b>Education</b></p>	<p>The successful candidate is likely to hold a qualification in a relevant subject such as community development, sustainable development, social justice, education or other relevant disciplines.</p>
<p><b>Qualities / Skills / Competencies</b></p> <p>E = Essential D= Desirable</p>	<p>Candidates should possess the following key skills and attributes:</p> <ul style="list-style-type: none"> <li>● Excellent community engagement and facilitation skills <b>(E)</b></li> <li>● Strong track record of working with Ballymun community on social issues <b>(E)</b></li> <li>● Experience in communicating in all its formats and to the widest possible audiences <b>(E)</b></li> <li>● A flexible approach, strong organisational skills and ability to work independently and as part of a team <b>(E)</b></li> <li>● Ability to produce regular updates for the project team <b>(E)</b></li> <li>● Experience in designing and developing programmes for community development <b>(D)</b></li> <li>● Experience of monitoring and evaluating programmes <b>(D)</b></li> <li>● Knowledge of environmental issues/sustainable development <b>(D)</b></li> <li>● Project development &amp; innovation <b>(D)</b></li> <li>● A full clean Driving Licence &amp; own car <b>(D)</b></li> </ul>

- *Global Action Plan is committed to inclusive recruitment processes. We encourage members of under-represented groups to apply for this role.*
- *Garda Clearance is a requirement for this position.*