



Human Resources Pobal

Job Description

**Social Inclusion and Employment Directorate – Traveller Liaison
Co-Ordinator – Grade 3**

About Pobal

Pobal works on behalf of Government, and in conjunction with communities and local agencies, to support social inclusion and local and community development. We do this by managing funding and providing support for programmes in the areas of Social Inclusion and Equality, Inclusive Employment and Enterprise, and Early Learning and Care.

Pobal is an Equal Opportunities Employer and welcomes suitably qualified applicants from all sections of society. Further information on how Pobal promotes Equality, Diversity & Inclusion (EDI) throughout our workplace for our staff can be found via this link. [Equality, Diversity and Inclusion Statement](#)

About Social Inclusion and Employment Directorate

The Social Inclusion and Employment Directorate delivers high quality programme supports and grant management services. We are expert leaders in programme and funding management and the delivery of excellent and continuously improving services that meet the needs and expectations of our customers, users, and partners. Through our services and supports we work to equip our partners to meet programme requirements and deliver programme outcomes and impacts

Job Description and Person Specification

Role	Traveller Liaison Co-Ordinator
Directorate	Social Inclusion & Employment
Hub	Programme Delivery & Services Hub
Unit	Programme & Community Impact
Grade	3
Reporting to	Manager

Background

The Programme Delivery & Services Hub is a set of business units combined to provide integrated capability to address design, planning and delivery of fit-for-purpose programmes, business systems and development projects.

The introduction of the Traveller Liaison Co-ordinator position is a new venture for Pobal as it is a dedicated role established to provide practical supports and guidance to Traveller social enterprises under a new measure of the Dormant Accounts Fund.

Positioned in the Programme and Community Impact Unit, the successful candidate will be part of a team that is responsible for the development and management of a suite of support interventions for grantee organisations.

The available role is solely focused on the Department of Rural & Community Development Traveller Social Enterprise Capacity Building Support Measure funded through the Dormant Accounts Fund.

Role Purpose

The Programme Management Unit 2 is the programme owner on behalf of Pobal, and in conjunction with the Programme and Community Impact will lead, develop, and enhance this Traveller Social Enterprise Capacity Building Measure across the lifecycle from operational design and planning, including programme requirements, monitoring, and evaluating as well as the associated budget for implementation to full operationalisation.

The coordinator will be responsible for:

- A portfolio of 8 Traveller led social enterprises.
- Identifying needs in relation to developing, improvement and potential innovations in respect of their social enterprises and identifying any risks and mitigations.
- Building positive working relationships with each of the Traveller Organisations, including signposting to appropriate supports, monitoring progress, and addressing risks and issues.
- The delivery of the measure outcomes.
- Developing knowledge of this programme and in the processing of required changes, as well as managing design and implementation challenges.
- Developing knowledge of the social innovation and social enterprise sector to assist with the design and implementation of future programmes.

The responsibilities of the coordinator outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with business requirements.

Role Requirements

Role Requirement 1

Measurement Management & Reporting

- Be the primary point of contact in Pobal for this Dormant Accounts Fund Measure.
- Lead out on supports including events, workshops, and training where they relate to key areas of expertise.
- Support networking, exchange of good practice across Pobal Programmes related to key areas of expertise.
- Monitor progress against the Dormant Accounts Fund measure objectives, Programme of Work agreed with the Department, ensuring they are consistently and adequately met.
- Work collaboratively with inter and intra-directorate stakeholders including active engagement and collaboration to improve Measure programme management and monitoring best practice.
- Co-work with team members in other directorates on various aspects of the lifecycle of this Measure.

Role Requirement 2

Needs Assessment, Relationship Building & Bespoke Support Planning

- Hold individual meetings with Traveller organisations, in their premises, to determine the stage of development of their enterprise, level of understanding of the social enterprise model and to co-design their personalised capacity building support package.

- Work together with each of the eight Traveller social enterprises to encourage them to accept the supports on offer.
- Process of relationship building with each enterprise to include on-site visits.
- Assessment of needs process conducted with a comprehensive written report compiled for each enterprise. The report will include a profile of each social enterprise & stage of development and highlight any social innovation, using the Social Innovation Development Curve, or similar framework
- Develop a bespoke support plan for each organisation based on findings of Needs Assessment to indicate nature, type, and frequency of support to be provided.
- Connecting with other service providers, local development companies, Traveller support organisations, funding agencies etc. at local and national level
- Co-ordinate project actions as agreed with relevant units including cross programme activities.
- Produce management reports and analysis at the appropriate stages of the measure management process.
- Co-ordinate collation of programme data at required intervals, in required formats for external and internal stakeholders.

Role Requirement 3

Small Grant Management

- Based on the comprehensive need assessment report conducted with each enterprise, identify where a small grant investment would be best value for money for their enterprise.
- Assist the enterprise in compiling a Business Case for this investment - maximum of €5,000 per social enterprise.
- Ensure procurement regulations are adhered to throughout.
- Co-ordinate the process for decision-making for the small grant between Pobal and the department
- Lead with an agile mind-set, focused on problem solving through creative solutions.

Role Requirement 4

Collaborative Working

- Develop and manage effective relationships with relevant external stakeholders, Departments and with key organisations to ensure coordination of supports to services.
- Establish and manage key internal relationships.
- Adhere to all organisational standards and procedures.
- Work in collaboration with unit manager to ensure the correct team resources are in the right place, at the right time.

Required Experience

- Candidates should have a minimum of 5-7 years of professional work experience, preferably with knowledge or background in the community and voluntary sector and/or working directly with the Traveller community.
- Experience of managing projects from inception to completion, with an ability to prioritise and synthesise information in an analytical and systematic manner.
- knowledge of the social enterprise sector in Ireland

- Highly Proficient in use of MS packages e.g. Word, Excel, Outlook, Project, PowerPoint; Microsoft Dynamics CRM; SharePoint applications and portals.

Desirable Experience

- Knowledge of Pobal funded programmes.
- Knowledge of the community and voluntary sector.
- Ability to work independently and as part of a team.
- Ability to meet deadlines.
- Experience of working in a social enterprise/business with a knowledge of business planning.

Qualifications

- Personal application, critical thinking and presentational capacity as represented through a third level qualification to Level 8 or higher on the National Framework of Qualifications, or equivalent.
- Drivers licence & provision of car for business purposes is essential.

Pobal Core Competencies - Grade 3

GRADE 3 COMPETENCIES	EFFECTIVE PERFORMANCE INDICATORS
 Delivery of Results	<p>Assumes personal responsibility for and delivers on agreed objectives/ goals</p> <p>Manages and progresses multiple projects and work activities successfully</p> <p>Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these</p> <p>Service excellence, instilling genuine commitment to meeting the need of each customer and appreciating the customer and their feedback as a valuable resource</p> <p>Ensures all outputs are delivered to a high standard and in an efficient manner</p> <p>Use resources effectively, at all times challenging processes to improve efficiencies</p> <p>Challenges poor results or failure to achieve acceptable performance standards</p>
 Interpersonal and Communication Skills	<p>Communicates in a fluent, logical, clear and convincing manner verbally and in writing</p> <p>Is able to listen effectively and develop a two-way dialogue quickly</p> <p>Maintains a strong focus on meeting the needs of internal and external customers & stakeholders</p> <p>Effectively influences others to take action</p> <p>Works to establish mutual understanding to allow for collaborative working</p> <p>Ensures that important team, department and organisational information is shared with employees and others as appropriate</p>
 Analysis and Decision Making	<p>Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach</p> <p>Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)</p> <p>Uses numerical data skillfully to understand and evaluate business issues</p> <p>Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions</p> <p>Sees the logical implications of taking a particular position on an issue</p> <p>Is resourceful and creative, generating original approaches when solving problems and making decisions</p>
 People Management	<p>Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues</p> <p>Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise</p> <p>Values and supports the development of others and the team</p> <p>Encourages and supports new and more effective ways of working</p> <p>Deals with tensions within the team in a constructive fashion</p> <p>Encourages, listens to and acts on feedback from the team to make improvements</p> <p>Actively shares information, knowledge and expertise to help the team to meet its objectives</p>
 Specialist Knowledge, Expertise and Self Development	<p>Clearly understands the role, objectives and targets and how they fit into the work of the unit and Organisation.</p> <p>Develops the expertise necessary to carry out the role to a high standard and shares this with others</p> <p>Is proactive in keeping up to date on issues and key developments that may impact on own area and organisation</p> <p>Consistently reviews own performance self development and sets oneself challenging goals and targets</p>
 Drive and Commitment to Pobal's Values	<p>Consistently strives to perform at a high level</p> <p>Maintains consistent effort under pressure and is resilient to criticism or setbacks at work</p> <p>Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency</p> <p>Is personally trustworthy and can be relied upon</p> <p>Upholds the highest standards of honesty, ethics and integrity</p>

Terms & Conditions of Employment

Salary	Grade 3 salary scale (€54,765 - €68,970)
Contract Type	Fixed Term Contract for a period of 12 months, subject to continuing government funding
Probation	A probationary period of six months will apply
Pension	Defined contribution pension scheme
Annual Leave	26 working days, exclusive of public holidays
Travel & Subsistence	Travel and subsistence will be paid at public sector rates
Location	The role will be at any Pobal Office with hybrid working arrangements.
Blended Working Policy	Pobal can offer combination of office based and remote working either from home or a pre-approved business hub on the island of Ireland

Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Candidates whose applications, in the review panel's opinion, appear best suited to the position will be short-listed for interview.

Deadline for application: July 9th, 2024

Applications will not be accepted after the closing date



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