



## **JOB DESCRIPTION**

### **Integration Development Officer**

#### **Full/part-time roles**

The government of Ireland is committed to ensuring a coordinated national humanitarian response to people fleeing conflict in Ukraine and seeking protection in Ireland. With the unprecedented influx of Ukrainian nationals to Ireland at this time, SECAD is looking to hire an Integration project officer to support the population in the South Cork area by providing access to a broad suite of interventions including employment & enterprise support, sectoral skills training, wellbeing and personal development including interventions through our outdoor classroom and biodiversity actions. The overall aim being to facilitate social integration and active community engagement across all our South Cork communities.

SECAD welcomes applications from bilingual Ukrainians with fluency in English that have been granted Temporary Protection in Ireland.

SECAD is a Local Development Company that develops projects and services to support sustainable and vibrant communities, where people realise their potential and experience a high quality of life. The focus of our activities is on areas where people experience disadvantage. Funding for our work comes from a variety of sources; our main funders are the Department of Rural & Community Development, the Department of Social Protection, ESF. SECAD Partnership is an equal opportunities employer and welcomes applicants from a diversity of backgrounds.

#### **Integration Development Officer**

A vacancy has arisen for an Integration Development Officer. This will be a full-time 12-month post with potential for an additional 12-month extension depending on funding availability.

The Integration Development Officer will work as part of a Migrant integration response team providing supports to new migrants/refugees/asylum seekers in South Cork.

The aim of this position is to support clients into meaningful integration, through the provision of a suite of customised supports. The successful candidate will assist in the provision of one-to-one supports on a range of issues including supporting individuals in accessing community based social, health & wellbeing, education and employment opportunities which will include assessing and referring clients to appropriate statutory services.

#### **Duties of the post:**

- To provide support on a variety of areas affecting newly arrived migrants to South Cork.
- To work closely with the SECAD Migrant Integration response team, providing information and access to SECAD's range of education, enterprise and employment, health and wellbeing, children and families supports to eligible migrants.

- To provide culturally appropriate referral and introduction service to specialist services as required.
- To understand the barriers to integration that exist for some migrants and study appropriate mechanisms for over-coming these barriers, with reference to best practice research
- To provide culturally appropriate information to migrants to enable them to access services
- To reach out to and support migrants who have not previously engaged with SECAD services
- To coordinate and deliver programmes to migrants where applicable to the role
- To develop and maintain, with the support of colleagues, an accurate understanding of the relevant immigration legislation and policies relative to asylum seekers and refugees
- To effectively represent and market the mission, vision and values of SECAD at relevant fora
- To attend and contribute to LCDC Sub-Group Meetings as required and internally to SECAD team meetings
- To ensure detailed records of all clinic /one on one work are maintained and report on progress
- To work collaboratively with other organisations and networks where appropriate, both locally and nationally
- Ability to travel regularly throughout the service delivery area of South Cork
- To maintain strict confidentiality of personal information about service users and adhere to SECAD policy and procedure in this regard.
- Other related duties as required by the needs of the project, clients and CEO

## **Person Specification**

### **Qualifications:**

- A relevant third-level qualification including social sciences/social care, psychology, community development or equivalent combination of relevant education and experience;
- Successful candidates must continue to satisfy Citizenship Eligibility requirements (including any person holding an official letter confirming they have been granted Temporary Protection in Ireland under the EU Temporary Protection Directive 2001/55/EC)
- Have verbal and written fluency in English and Ukrainian (desirable not mandatory)

### **Experience/Knowledge:**

- A minimum of one year experience in a similar position or in community services/education/social care setting
- Experience of providing individual support and outreach, preferably to migrants/refugees/asylum seekers
- Some understanding of immigration policies, practices and legislation in Ireland
- A strong interest in and knowledge of the issues facing asylum seekers and refugees and migrants in Ireland, particularly those who are at risk of social exclusion, poverty and discrimination
- A commitment to a human rights-based approaches
- Extensive knowledge of social welfare policies and practices
- Experience of report writing
- Experience in information provision and advocating for rights and equality
- An understanding and ability to relate to and work with people across cultures and backgrounds
- Experience of working in partnership with a wide range of other organisations

**Skills/Abilities:**

- Ability to engage with our client group with compassion and empathy
- Highly organised, with the ability to work well under pressure
- To have a flexible and adaptable work approach
- Excellent organisational and time management skills
- Excellent written, verbal, analytical and interpersonal skills
- Exercise good listening and communication skills with sensitivity to cultural communication skills
- Appreciation of the need for confidentiality and integrity
- Well-developed IT skills with proven capacity in relevant software applications and database and caseload management.
- Effectively work as a team member and independently, with a high-level of self-motivation and ability to set and meet goals
- Comfortable working in a busy, dynamic, multi-cultural environment

**Professional Problem Solving**

- Takes ownership and responsibility for resolving issues
- Has experience of delivering a range of logical, coherent solutions
- Considers alternatives and resolves them decisively
- Takes accountability for actions and demonstrates confidence in decisions made

**Terms & Conditions**

**Post:** Development Officer (35 hours per week) Initial contract for 12 months, may be renewed depending on performance and funding availability.

**Location:** Post requires outreach work with travel required throughout the service delivery area of South Cork.

**Reporting to:** Social Inclusion Programme Manager.

**Salary:** Salary will be based on the Development officer scale depending on experience.

Full and clean driver's licence is required, ideally with own means of transport.

**Application Process**

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

**Please** email your application (CV & Letter of Application) to: [info@secad.ie](mailto:info@secad.ie)  
– subject box to be marked “**Integration Development Officer 2022**”

Closing date for receipt of Applications (CV & Letter of Application) is **Friday 29<sup>th</sup> July 2022**.

Note no late applications will be accepted. Shortlisting will take place. Interviews provisionally to take place on 24<sup>th</sup>/25<sup>th</sup> August 2022. A panel may be formed.

***SECAD Partnership is an Equal Opportunities Employer.***

**About SECAD Partnership**

SECAD Partnership CLG (SECAD) is a Local Development Company established in 1995. Our main office is located in Midleton, Co. Cork. SECAD's main development objective is to promote and enable sustainable development through our Rural Development and Social Inclusion initiatives. SECAD has a voluntary Board of Directors and a staff team of c. 40 people.

SECAD works with individuals, community and voluntary groups, business, academia and other stakeholders to create a more vibrant, sustainable and inclusive society. SECAD manages a wide range of funds and services including social investment and employment support programmes, implemented on behalf of various Government Departments, State Bodies, the European Commission and the private sector. SECAD currently delivers a number of major programmes along with other smaller schemes and initiatives.

SECAD is an implementing partner for LEADER 2014-2020 on behalf of the South Cork and West Cork LCDC's. SECAD delivers the Social Inclusion Community Activation Programme (SICAP) throughout South Cork. Through the Programme for Employability, Inclusion and Learning (PEIL 2014-2020), SECAD delivers two ESF funded gender equality programmes focusing on female entrepreneurship and female employability. SECAD is also delivering an Ability successor project called STRVIE through the Dormant Accounts Fund. SECAD also delivers supported employment programmes, Tus and the Rural Social Scheme.

Wild Work is a SECAD initiative with a social ethos. Wild Work supports employment activation, educates and raises awareness of nature and biodiversity and benefits society as a whole. To read more about Wild Work see [www.wildwork.ie](http://www.wildwork.ie)

As a Grant Making Organisation (GMO), SECAD manages community benefit funds throughout Ireland on behalf of various sustainable energy developers and others. A key area of expertise is community engagement - developing positive, effective links with communities, supporting them to access and maximise funding and services.

For more information on SECAD see [www.secad.ie](http://www.secad.ie)



*The Social Inclusion and Community Activation Programme (SICAP) 2018-2023 is funded by the Irish Government through the Department of Rural and Community Development and co-funded by the European Social Fund under the Programme for Employability, Inclusion and Learning (PEIL) 2014-2020*