1. **Job Vacancy Reference: DO2613 –** Momentum Development Officer
2. **Job Vacancy Reference: DO2614** – Momentum Support Officer

Momentum - Women's Progression Programme

Job Title 1: Momentum Development Officer (please quote ref. no. DO2613 on email subject line)
Job Title 2: Momentum Support Officer (please quote ref. no. DO2614 on email subject line)
Location: SECAD area (with travel throughout the region)
Contract: Fixed term 12 months
Reports to: Programme Manager / CEO

Purpose of the Role
'*Momentum – Building Confidence, Skills and Opportunity'* is a new project, designed to address persistent gender inequalities in employment, career progression, leadership participation and economic independence among women experiencing intersecting forms of disadvantage across the SECAD area

SECAD is seeking to recruit a Development Officer and a Support Officer to work on the delivery of the Momentum Programme, a gender equality initiative supporting women experiencing socio-economic and gender-based barriers to employment, education, enterprise, leadership and economic independence. The roles involves participant recruitment, progression planning, programme coordination, stakeholder engagement, employer liaison, monitoring and evaluation, and ensuring the achievement of project targets and outcomes.

Funding context
This project is funded under Gender Equality through The Employment, Inclusion, Skills and Training (EIST) Programme, which is the programme through which the ESF+ is being applied in Ireland during the 2021 - 2027 programming period. In Ireland, the EU and national EIST funding is used throughout the country to support a wide range of initiatives including training to upskill and reskill, lifelong learning, social inclusion and social innovation, with an emphasis on disadvantaged and most at-need groups. Furthermore, gender equality is promoted in Ireland under a whole of government policy framework provided by the National Strategy for Women and Girls 2025-2030. The Strategy has a single, simple vision: An Ireland where women and girls can thrive in a gender equal society.

Key Role Responsibilities

- Deliver outreach and engagement activities to recruit participants from target groups.

- Complete participant assessments, progression planning and ongoing case management.
- Coordinate and support the delivery of confidence-building, leadership, employability and enterprise development programmes.
- Provide individual guidance, mentoring and progression support to participants.
- Develop and maintain partnerships with community groups, employers, education providers and support agencies.
- Organise workshops, peer support activities, employer events and networking opportunities.
- Support women to access employment, training, education and enterprise opportunities.
- Maintain participant records and ensure compliance with programme monitoring and reporting requirements.
- Monitor project outputs, outcomes and performance indicators.
- Promote gender equality, inclusion and participant-centred practice throughout programme delivery.

Essential Requirements

- Third-level qualification in Community Development, Social Sciences, Adult Education, Guidance, Employment Services, Business, Enterprise Development or a related discipline.
- Minimum two years' experience delivering programmes supporting disadvantaged individuals or communities.
- Experience in participant engagement, case management, mentoring or progression planning.
- Experience working with women experiencing barriers to employment or social inclusion.
- Excellent communication, facilitation and relationship-building skills.
- Strong organisational, administration and reporting skills.
- Full clean driving licence and access to transport.

Desirable Requirements

- Experience of community development or employment activation programmes.
- Knowledge of gender equality, labour market inclusion and social inclusion policy.
- Experience supporting enterprise development, entrepreneurship or employer engagement.
- Experience of project monitoring, evaluation and outcomes reporting.

Key Competencies

- Community engagement
- Participant support and mentoring
- Partnership development

- Programme coordination
- Communication and facilitation
- Reporting and compliance
- Problem-solving and initiative
- Commitment to equality, diversity and inclusion

Target Groups

The role will support:

- Long-term unemployed women
- Lone parents
- Women returning after caring responsibilities
- Women from disadvantaged communities
- Women with disabilities
- Migrant, refugee, Traveller and Roma women
- Older women (50+)
- Women in low-paid or precarious employment
- Women seeking to establish or grow a business

Salary range:

1. Development Officer €47,838 - €53,419 - depending on relevant qualifications and experience
2. Support Officer €38,803 - €45,965 – depending on relevant qualifications and experience

How to submit your application
Letter of application outlining why you should be considered for this role and CV to be submitted by email to recruitment@secad.ie (please quote relevant Job Ref. No. for the position for which you wish to apply)

Closing date: Applications must be submitted by **12 noon Monday 16 November 2026** Shortlisted candidates will be contacted during the week of 16 November 2026 with interviews provisionally scheduled for 26/27 November 2026.

A panel may be formed for similar or related SECAD roles for interview candidates that are not successful at this time.

Successful candidates must have, and continue to maintain, the legal right to work in Ireland, including those granted Temporary Protection under the EU Temporary Protection Directive (2001/55/EC).

Both positions will be subject to Garda Vetting

SECAD Partnership is an equal opportunity employer and canvassing will disqualify.

About SECAD
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 programmes. SECAD has a voluntary Board of Directors and a staff team of c. 50 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 delivering the Social Inclusion Community Activation Programme (SICAP 2024-2028) throughout South Cork including the Muscrai Gaeltacht. SECAD is an implementing partner for LEADER 2023-2027 on behalf of the South Cork and West Cork LCDC's. SECAD has vast experience in administering Irish government and European funds, as well as transnational co-operation projects including LEADER / Rural Development Programmes, Social Inclusion Programmes, the Local Area Employment Service (LAES), Rural Social Scheme and Tús (Employment Schemes), INTERREG, Intelligent Energy Europe, Erasmus + and the Programme for Employability Inclusion and Learning (gender equality). SECAD was recently approved funding for WorkAbility (ESF+ 2021-2027) and the Asylum Migration and Integration Fund.

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. To read more about Wild Work see www.wildwork.ie. As a Grant Making Organisation (GMO), SECAD manages community benefit funds throughout Ireland on behalf of various sustainable energy developers, infrastructure providers 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

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An Roinn Leanaí, Míchumais agus Comhionannais
Department of Children, Disability and Equality