

JOB DESCRIPTION

Two Community Liaison Officers

[Part Time 10 month Contract]

[Part Time 16 month Contract]

Responsible For: Leading community engagement and participation with Our Shared Plate neighbourhoods

Reporting to: Our Shared Plate Project Manager

Location: Hybrid

Participating neighbourhoods will be located in counties Laois, Kildare and Longford. The role will necessitate travel to two of these areas, at times you may be requested to work at the Neighbourhood Network office (Fumbally Stables, Dublin 8) or at other times work from home.

About the Role:

The role holder will provide leadership, support, and engagement opportunities for neighbourhoods as they develop their own ideas and work towards finding climate resilient food solutions within their area.

This role is about facilitating participation in the project, increasing connections between neighbours, developing and co-delivering educational workshops and being a regular source of support and a catalyst for community engagement. The post holder will build networks for those who take part in in-person events and workshops, and will help to define and develop support models that will work within the context of the individual communities. This includes raising awareness of climate resilience and food security, developing activities, networks and spaces with a view to these becoming sustained locally by participants.

If you are an experienced networker, relationship builder and doer who enjoys working with people, and has an interest in finding creative solutions to climate change, and food insecurity, this could be a great opportunity for you.

About the Project:

Our Shared Plate is a Community Climate Action project funded by the Department of the Environment, Climate and Communications, and facilitated by Pobal. The funded project involves the design, development and implementation of a community garden and food space in nine neighbourhoods in counties Kildare, Laois and Longford. It also involves community engagement sessions, and a series of accessible training workshops. The hands-on community workshops will focus on taking a creative approach to building climate resilience and focus on such things as food waste, food preservation, environmental sustainability, and edible growing. Learnings from this pilot phase will then be adopted into a toolkit which will be used by neighbourhoods nationwide.

About Neighbourhood Network:

Neighbourhood Network (legal entity: Street Feast CLG) is an Irish not-for-profit originally established as Street Feast in 2010.

In 2020 we expanded our mission, developed a range of new projects and activity programmes, and adopted a new name for the organisation - Neighbourhood Network.

Neighbourhood Network aims to promote social inclusion and integration, tackle loneliness and build supportive and resilient neighbourhoods in new and older communities across the length and breadth of Ireland. We run national campaigns, coordinate local neighbourhood projects and facilitate a nationwide network of neighbourhood leaders.

Our team currently consists of a CEO and Project Manager and four part-time staff, including another Project Manager and three Community Liaisons. We have a voluntary board of eight trustees.

Neighbourhood Network is currently in the process of registering as an Irish Charity.

[Website](#) [Instagram](#) [Twitter](#)

Key Responsibilities/Accountabilities:

Reporting to the Our Shared Plate Project Manager, the Community Liaison Officers will have the following key areas of responsibility and will be expected to undertake other responsibilities as requested, which correspond with the role.

Responsibilities will include:

- Act as lead representative for Our Shared Plate within the designated neighbourhoods and at events
- Plan and produce the events related to your designated neighbourhoods
- Oversight and management of neighbourhood events within the Our Shared Plate project
- Liaise regularly with communities and neighbourhood leaders
- Support the Project Manager to devise and implement the delivery plan
- Work with the Project Manager to design educational interventions and workshops
- Develop relationships with local businesses, local Garda, local community centre etc
- Attend neighbourhood meetings to plan and execute on community led projects
- Attend weekly meetings with Project Manager on progress and areas of support, as well as regular planning meetings with an advisory team
- Write reports or conduct surveys subsequent to each neighbourhood visit

Requirements:

- You'll need access to a car and a full driving licence.
- Outstanding communication skills, both verbal and written, with proficiency in building relationships with diverse groups of people
- Experienced in the use and administration of Google Workspace and in Excel
- Relevant community engagement experience
- Access to a laptop or computer

Desirable experience, skills and attributes:

- Understanding of climate justice issues and opportunities for climate action
- A passion for community development and addressing inequality in Ireland

- Demonstrate an ability to meet deadlines
- An interest in building sustainable, local and ecological solutions to food security issues

Contract Details:

- Part time: 10 hours per week
- Pro rata Salary: €35,126
- Contract Length:

Position 1: is for a 10 months, subject to funding, February 2024 - November 2024 inclusively, this includes a 3-month probationary period.

Position 2: is for 16 months, subject to funding, February 2024 - May 2025 inclusively, this includes a 3-month probationary period.

- Travel and Subsistence expenses will be paid similar to public sector rates.

How to Apply:

Interested candidates may apply by sending a one-page letter outlining their suitability for this role along with their CV to oursharedplate@neighbourhoodnetwork.ie under the subject of "Community Liaison Officer"

Closing Date for applications is 5pm on Friday 16th of February 2024.

Neighbourhood Network is an equal opportunities employer and welcomes applications from people of all backgrounds and identities.