Public Participation Network Kildare

Kildare Public Participation Network
Resource Worker Job Description

Job Title: Resource Worker

Hours: 35 Hours per week

Location: Áras Chill Dara, Devoy Park, Naas, Co. Kildare

Salary: €43,000

Direct Reports: Support Worker

Employer: Kildare Public Participation Network (KPPN) CLG

Overview of Role:
To develop the Kildare Public Participation Network as an effective structure to promote public engagement and participation through the environmental, social inclusion and community and voluntary sectors in Kildare.

The KPPN Resource Worker will operate under the direction of the Secretariat to coordinate and deliver the Annual Workplan. These duties require skills and experience in administration, people management, organising meetings and training events, policy development, corporate governance and managing projects. The role will require flexibility with working hours and unsocial hours on evenings and Saturdays. Own car is essential for traveling to and from meetings.

Key Duties:
Development

- Implement, monitor and evaluate the Annual Workplan under guidance of the Secretariat

- Assist Secretariat with preparation of the annual budget to support the Workplan
- Develop and strengthen KPPN structures to ensure an effective network
- Continuous development and monitoring of the Wellbeing Statement at County and Municipal District level
- Compile an annual evaluation of the Strategic Plan against progress
- Network and collaborate with the Local Authority and other statutory bodies to develop the KPPN as the reference point for the environmental, community and voluntary and social inclusion sectors in Kildare and to further its aims
- Manage the KPPN database as an active and accurate register of member groups
- Identify capacity building needs of member groups and organise formal and informal remedies
- Facilitate training for KPPN Representatives and Secretariat members as requested

Representation

- Co-ordinate the nominating and election process for representatives onto Boards and Committees including liaison with the requesting body
- Support elected KPPN representatives in their work, and in particular facilitating effective feedback between them and their advisory group and the wider PPN community, leading to the full diversity of views being reflected
- Promote KPPN membership and encourage participation by all groups, especially those traditionally excluded

Facilitation and Administration

- Organise and facilitate KPPN events including meetings of the Plenary, and other such structures as may be required
- Manage the day-to-day workings of the KPPN, including oversight and approval of financial accounts in line with procedures and policies
- Support the KPPN Secretariat to develop and implement an evaluation framework to support its strategic development and continuous improvement
- Support the KPPN Policy Committee with policy development and implementation
- Develop reports for updating key stakeholders
- As directed by the KPPN Secretariat, prepare and submit Submissions on behalf of the network
- Any other reasonable duties which may be requested to meets the aims and objectives of Kildare PPN

Skills and Qualifications

- Experience as a volunteer most desirable
- Experience managing projects and multi-tasking essential
- Planning programmes and team-leadership skills desirable
- Ability to foster effective working relationships within a team environment essential
- Some experience managing conflict and differing viewpoints in group settings essential

- Having a high level of self-motivation, with the ability to work on own initiative essential
- Excellent communication skills and ability to facilitate group sessions essential
- Experience working in varied roles where the ability to prioritise workload is essential
- An understanding of how public policy is developed and the relevant structures at Local Authority level desirable
- Knowledge of the community/voluntary, environmental and social inclusion sectors desirable
- Hold a full driving licence essential
- Excellent I.T skills essential
- A relevant third level qualification desirable