



## Integration, Information & Advocacy Officer

West Limerick Resources (WLR) CLG is the community based local Development Company based in Newcastle West. The company now wishes to recruit an **Integration, Information & Advocacy Officer**.

The **Integration, Information & Advocacy Officer** will act as a support person for a wide range of people of various backgrounds living in the West Limerick Community who engage with the SICAP programme. Central to the role is a deep level of empathy and an appropriate working knowledge of information supports, and services, to support people to integrate and participate fully in society.

### Essential Education & Experience:

- Third level qualification in a relevant field e.g., Information, Advice and Advocacy, QQI, Level 6 / Community Development / Education / Youth Work / Social Care
- Minimum of two years' experience of Community Development/Community Work or related discipline including experience of working with disadvantaged groups.
- Thorough understanding of community development practices & principles
- Minimum of three years facilitation experience in community settings.
- Ability to engage and build positive relationships with people.
- Ability to work on one's own initiative and strategically as part of a small professional team.
- The ability to maintain a professional approach and always observe confidentiality.

### Desirable:

- Commitment to integrating equality, social inclusion and anti-poverty principles into community development practice.
- Experience and understanding of the challenges facing individuals and new communities integrating into society.
- An understanding of partnership processes and principles
- Excellent communication, IT and report writing skills including the production of plans.

### Responsibilities

- Support clients to engage in the SICAP programme and support them to navigate various challenges identified in their Personal Action Plan that act as a barrier to participation be it in education, training or employment, self-employment or community.
- Source, provide impartial advice and information
- Assist, support and represent people to seek and access an appropriate service
- Negotiate on behalf of the client and pursue any right of review or appeal as may be needed.
- Build the capacity of the individual to articulate their needs

- Effectively manage a caseload and keep accurate records using the electronic case management system, adhering to case management requirements
- To work in collaboration with key partners to develop strategic responses to the needs of the clients.
- Link individuals and groups to resources available through West Limerick Resources CLG broader range of programmes and from our other partner agencies

### Person Specification

- Highly developed interpersonal and communication skills with ability to develop & sustain relationships with a wide variety of people.
- Ability to analyse, to solve problems, to recognise potential problems & to develop strategies to address these problems.
- Ability to effectively communicate with a diverse community.
- Leadership skills, with the ability to be creative and resourceful
- Proven capacity to work flexibly and on own initiative & strategically as part of a team.
- A commitment to best practice and capacity to make things happen
- To be flexible in the working situation and to, where reasonable, undertake any other duties as may be assigned from time to time in pursuance of the specific aims and objectives of WLR.
- Full clean driving licence & use of a car

### Particulars of Employment:

An initial fixed term contract for a full-time position is offered up to December 31<sup>st</sup> 2025. (Continuation subject to funding). Remuneration is set at €36,297. The position will be based in Newcastle West. Application forms are available from West Limerick Resources CLG office in Newcastle West or by emailing [info@wlr.ie](mailto:info@wlr.ie).

Applications will **only be accepted** on the available application form. CVs will not be accepted.

- Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance.
- For e-mail applications it is the time received not the time sent that is recognised.
- The information supplied in this form is held on the understanding of confidence, subject to the requirement of the Freedom of Information Act 1997 or other legal requirements.
- Please note that canvassing by, or on behalf of applicants, will disqualify them from the competition.

Please submit completed applications form marked **Confidential** to the Manager, West Limerick Resources CLG, St. Mary's Road, Newcastlewest Co. Limerick no later than **5pm on Friday 14<sup>th</sup> February 2025**

Candidates may be shortlisted for interviews. A panel may be formed from which future similar vacancies will be filled. West Limerick Resources CLG is committed to a Policy of Equal Opportunity.



Rialtas na hÉireann  
Government of Ireland



Arna chomhchistiú ag  
an Aontas Eorpach

Co-funded by the  
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Social Inclusion &  
Community Activation  
Programme

The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027