



JOB DESCRIPTION: CITYWIDE CO-ORDINATOR

About Citywide

Citywide Drugs Crisis Campaign is a national network of community activists and community organisations that are involved in responding to Ireland's drugs crisis. Citywide was set up in 1995 by the Inner City Organisations Network (ICON), to bring together Dublin communities that were struggling with the heroin crisis. Citywide now works nationally linking communities across the country dealing with a range of community drugs issues. We work to promote and support a community development approach to the drugs problem, involving the people who are most affected by the problem in dealing with the problem- people who use drugs, their families and communities.

Strategic Goals of Citywide

1. To support community participation in a partnership interagency response to the drugs problem in Ireland at a local, regional and national level.
2. To support the development of community-based initiatives that respond to the needs of our communities through the delivery of integrated holistic services.
3. To support the participation of communities of interest who are experiencing particular exclusion in society in our response to the drugs problem.
4. To increase general awareness of the drugs problem and campaign on relevant issues.

Job Title: Co-ordinator

Responsible to: Board of Management

Purpose: To lead, direct, develop and ensure the sustainability of the work of Citywide to achieve effective implementation of the organisation's aims, policies and strategies. To have overall responsibility for implementing the Citywide strategic plan and annual work-plan both through overseeing the specific responsibilities of the staff team and developing and maintaining the external relationships required to carry out the work.

Salary: Depending on experience up to a maximum of €61,000

MAIN DUTIES

Citywide employs a fulltime manager who, in addition to other duties, manages the day to day running of the organisation; therefore, the Co-ordinator role focuses on four key areas:

1. **Campaigning Lobbying and Representing**
2. **Networking & Communicating**
3. **Strategic Planning & Implementation**
4. **Financial & Governance**

1. Campaigning, Lobbying and Representing

- To plan, develop and carry out campaigning & lobbying activities on behalf of Citywide
- To develop the public and media profile of Citywide and to act as spokesperson for the organisation
- Through ongoing pro-active consultation with our networks ensure that issues of concern in communities are fed into national policy committees and to appropriate government departments.
- To carry out a representational role on a range of committees/ bodies on behalf of the community sector
- To provide support to others who are carrying out a representational role on behalf of the community sector

2. Networking & Communicating

- To work with the Citywide team to ensure good communications with community groups, Task Force community reps and other networks through events, meetings, bulletins and the website
- To carry out the tasks required for the development, support and facilitation of the Citywide Networks
- To develop links, maintain and build relationships with other related networks
- To work with community projects on a one-to-one basis on specific pieces of work
- Ensure the organisation is presented in a professional manner to all stakeholders and the general public

3. Strategic Planning & Implementation

- To work with the Board of Citywide on developing its strategic plans
- To co-ordinate existing work-plan, and develop new projects and initiatives in line with the overall strategic plan for the organisation
- Develop and deliver implementation plans in conjunction with the Citywide Manager in accordance with the aims and objectives of the organisation
- To have oversight of the management of Citywide through ongoing liaison with the CW team and to line manage staff accordingly
- To ensure the organisation has the resources – human, financial, knowledge-based and material – to achieve its objectives
- To ensure that activities are fully monitored and evaluated, and report back to funders and stakeholders

4. Financial & Governance

- In conjunction with the CW manager to ensure expenditure is controlled in line with the budget allocation, and be responsible to the Board for the overall financial health and sustainability of the organisation
- To ensure that necessary resources are provided and required standards are maintained for the protection of people and the organisation's assets and property, within the context of legal requirements, health and safety legislation, and any other relevant regulatory frameworks
- Ensure the organisation discharges its constitutional and legal obligations

- Provide regular updates to the Board on the progress of the organisation against its strategic objectives.

Other responsibilities

- Attending occasional evening or weekend meetings, and events where appropriate
- The post holder may also be required to take on other duties occasionally as reasonably required by the Board

CANDIDATE SPECIFICATION - KEY COMPETENCIES

- ✓ A thorough knowledge and understanding of the principles of community development and a minimum of five years paid work experience working within the ethos of community development at a senior leadership level
- ✓ Comprehensive knowledge and understanding of broader social exclusion issues and policy responses and an understanding of the Irish social and public services infrastructure
- ✓ Knowledge and understanding of community drugs issues and the policy responses
- ✓ Experience in policy development, monitoring and implementation
- ✓ Experience of dealing with the media (including social media), acting as a spokesperson and of campaign planning, development and implementation.
- ✓ Experience in working on partnership and interagency structures & a proven capacity to network effectively
- ✓ Experience in group work and facilitation
- ✓ Demonstrable experience of managing project resources within a budget and meeting project timelines
- ✓ Ability to work in a flexible manner and outside of normal office hours
- ✓ Pragmatic and practical approach to managing workload within a small organization
- ✓ Commitment to working with integrity and according to equal opportunities, diversity and information protection policies and procedures at all times

SKILLS, EXPERIENCE & QUALIFICATIONS

In addition to a relevant qualification e.g.: community development/social policy/community & voluntary sector management (or equivalence in work experience) the candidate will require at least 5 years relevant experience of working in a senior leadership capacity.

Excellence in the following skills is required for this post:

- Community development practice
- Developing policies and influencing policies and strategies

- Written and verbal communication including report writing
- Forward planning & organizational skills
- Analytical skills & sound political judgement
- Networking and multi-agency partnership working
- Presentation, public speaking, facilitation, chairing and negotiation skills
- Strategic leadership & people management
- Managing finances (budgets and expenditure)
- IT skills
- Interpersonal & communication skills

APPLICATION INFORMATION

Closing Date for Application: 28th April 2023

Interviews are scheduled to take place: May 2023

Short-listing will apply

Applications by CV and cover by email to: ruth@citywide.ie

FURTHER INFORMATION

Information about Citywide is available on our website: www.citywide.ie

If you have a specific query, please contact Ruth: ruth@citywide.ie