**Cultúr Migrant Centre**

**Job Description: Community Connect Project**

**Cultúr Migrant Centre:** A regional community development organisation based in counties Meath & Louth, working with ethnic minorities including immigrants, migrant workers, International Protection Applicants, refugees and the wider community

**Job Title:** Project Officer -Community Connect Project

**Responsible to:** Program Manager

**Main Purpose of the Role**

The Project officer will play a key role in implementing the Cultúr Migrant Centre **Community Connect Project,** support the integration of young men aged 19-25 in the international protection process and build their capacity through tailored workshops with the involvement of host communities.

The Officer will work with the Program manager in the development, implementation, delivery, and communication of the project. The Officer will support Project structures including recruiting volunteers and participants.

This role will include alliance building, Cultural Competence and capacity building training, communications, supporting volunteer mentors and participants.

**Principal Duties:**

1. Support the integration of 22 young men aged 19-25 in the International Protection Process byImplementing the **Community Connect Project**
2. Provide administrative and secretariat support to project structures, including reporting to funders as required.
3. Support the development of tools and resources including toolkits in accordance with the Project plan
4. Design and deliver Intercultural Competence workshops to volunteer mentors and mentees
5. Develop public engagement and mobilisation messaging and content for the media, to promote and raise awareness about the project.
6. To liaise with different project and programme areas identifying areas of cross cutting work opportunities e.g. policy and campaigning opportunities
7. Create and foster new relationships with key Cultúr target communities including local media.
8. Create materials for both digital and postal communications
9. Design, develop and publish online content through Cultúr’s social media platforms, maximising its potential and ensuring the work of the organisation is communicated effectively and efficiently on the website
10. Participate in Cultúr team meetings and regular performance management meetings with program manager
11. Support preparation of monthly reports for Director and project management team
12. Undertake such duties as may reasonably be assigned from time to time.

**Competencies (skills and experience)**

* A relevant third level degree or equivalent third level qualification
* A minimum of 3 years’ experience working in a similar role
* Ability to contribute to integration community work and Irish asylum process policy.
* Experience of working in large projects, with complex activity schedules with a variety of stakeholders
* A background in media or communications is advantageous but not essential
* Community development skills and experience
* Negotiation and problem solving
* Relationship management
* Demonstrate excellent oral, written and digital communications skills
* Ability to represent the project in a variety of external contexts
* Experience of partnership working, with demonstrable ability to build strategic alliances to support achievement of policy asks

**Attributes**

* Have an understanding community integration, International Application Process policy
* Commitment to community development values and processes
* Commitment to social justice and equality for refugee community
* Networking and communication skills**,**
* Commitment to self-development

**Contract:**

* A parttime **2days per week** Contract of Employment to the end of November 2023, subject to funding and the successful completion of a probation period.
* Salary scale ranges from €30,000 - €34,000 pro rata

**Applying for this position**

* To apply, please complete the attached application form [here](about:blank) and email to [tinu@cultur.ie](about:blank) or by post to **Tinu Achioya Cultúr Migrant Centre, Ground Floor, St. Anne’s Resource Centre Railway St. Navan Co. Meath**. Full job description is available [here](about:blank) or [www.cultur.ie](about:blank) .
* Closing date for receipt of application is **by midnight Friday 13th January 2023.** Interviews will take place the week of the 23rd January 2023.

Cultúr is an Equal Opportunities Employer.



*The Cultúr Community Connect Project is funded by Department of Children, Equality, Disability Integration and Youth*