



Job Specification - Support Worker, Public Participation Network

Purpose: To support the Co-ordinator in developing Clare Public Participation Network (Clare PPN) as an effective structure to promote public engagement and participation in County Clare.

Responsible to: The Clare PPN Co-ordinator
The Clare PPN Secretariat

Responsibilities:

- Operating the day to day administration of the PPN.
- Maintaining the Salesforce database of member groups.
- Researching, collating and distributing a monthly newsletter.
- Managing and updating the Clare PPN website.
- Operating social media accounts.
- Supporting the Co-ordinator to plan and organise events, training, workshops and meetings including booking venues, sourcing and booking trainers/speakers/facilitators, sending invitations and reminders, registration processes and any follow up needed.
- Communicating with members by email and phone, including dealing with requests for information or advice.
- Preparing documentation, minute taking and reporting or any other reasonable tasks as directed.
- Supporting the Co-ordinator to devise materials to be used for PPN activities, for example online consultations, public meetings, workshops, surveys etc.
- Collating information for reports.
- Promoting the PPN and its work to member groups and the wider community and stakeholders.
- Any other work which may be assigned by the Co-ordinator on the day to day operation of the PPN.

Requirements

Essential:

- Excellent communication and interpersonal skills including fluency in written and spoken English.
- High level of ICT literacy with a strong aptitude for web-based communications technologies and experience of using social media.
- Experience of using databases and spreadsheets, organising events and reporting.
- Good organisational skills including an ability to multi-task and prioritise workload.
- Strong attention to detail.
- Confident to work on own initiative as well as part of a team.
- A demonstrable interest in one or more of the following: volunteerism and active citizenship, participatory democracy, civic engagement, community development.
- Ability to work on evenings and/or weekends as necessary.

Desirable:

- Relevant 3rd level qualification or substantial work/voluntary experience in a relevant area.
- Familiarity with Public Participation Networks and engaging with local authorities.

Hours:

Part-time, 20 hours a week for 8 months (May 2019 to December 2019)

Salary: €10,660