

KILDARE COUNTY COUNCIL
COMMUNITY WORKER - PERMANENT
QUALIFICATIONS AND PARTICULARS
CLOSING DATE 17th SEPTEMBER 2020, 4.00 P.M.

OVERVIEW

Kildare County Council currently employs a team of Community Workers with particular focus on the development of sustainable communities. The team support communities across County Kildare with particular attention given to a number of projects in Local Authority housing estates.

Communities are encouraged and supported to identify their own needs and facilitated to assist themselves. Many community driven initiatives have received the support of Kildare County Council including the provision of community facilities for the use of residents.

As part of our ongoing role in supporting communities Kildare County Council's Community Department invites applications for the above position on a permanent basis.

PARTICULARS OF OFFICE

The office is whole time permanent and pensionable

1. Character

Candidates shall be of good character.

2. Health

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, Training, Experience, etc.

Candidates shall on the latest date for receipt of completed application forms for the office: -

- Have a third level qualification in Community Development
- Hold a full driving licence for Class B vehicles and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance
- Have a strong knowledge of Community Development needs in relation to social inclusion, participation and the ability to demonstrate a working knowledge of same
- Have experience of designing and evaluating programmes and various interventions
- Have knowledge and experience of networking
- Have experience working as part of a team
- Have the ability to communicate well and work co-operatively with Community groups, internal departments and service providers
- Have flexibility and enthusiasm (work may involve irregular hours)
- Have the ability to initiate, self-motivate and the ability to motivate others

Please supply copies of any certificates or degrees you may have, with the application form.

4. Salary

€42,777 per annum - €48,221 per annum (maximum)

€49,798 per annum (LSI 1) (after 3 years satisfactory service at maximum)

€51,374 per annum (LSI 2) (after 6 years satisfactory service at maximum)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Housing, Planning, and Local Government.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

In accordance with circular EL05/2016 existing Public Servants in analogous grades and pay scales when moving without a break from one part of the public service to another may retain current point on scale.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

5. Working Hours (37 Hour Week)

The hours of work are 9.00 a.m. to 5.24 p.m. Mondays to Fridays. (rotas operate for lunchtime opening). Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

Duties may include occasional night work. Time off in lieu of hours worked outside of normal working hours must be agreed with Line Manager.

The Council reserves the right to alter your hours of work from time to time.

You may be required to work overtime on various occasions.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

6. Location

Staff will be assigned to the Community team and will initially be based at Áras Chill Dara, or other council facilities within the county.

Kildare County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

7. Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is **30** days.

8. Recruitment

The appointment will be made on the result of an interview conducted by, or on behalf of, the local authority.

Candidates may be shortlisted on the basis of relevance and extent of their previous experience, as outlined on their application, and these applicants only will be called for interview.

A panel may be formed as a result of these interviews from which further Community Worker positions arising may be filled. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may be appointed as appropriate vacancies arise.

9. Medical

For the purpose of satisfying the requirements as to health, it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority. The authority reserves the right to request further medicals during the period of employment.

10. Garda Vetting

A person who is being considered for appointment will be required to complete a Garda Vetting Application, the results of which will be considered before an offer of employment is made.

11. Probation

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply: -

- a) There shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- b) Such period shall be one year, but the Chief Executive may, at his discretion, extend such period;
- c) Such a person shall cease to hold the position at the end of the period of probation unless during this period the Chief Executive has certified that the service is satisfactory;

- d) There will be assessment(s) during the probationary period;
- e) Officers who have already completed a probationary period with another Local Authority will not be obliged to serve probation with Kildare County Council.

12 Duties

Community Development/Estate management

The role, involves, but is not limited to the following:

- a) To deliver on Kildare County Councils' Community Development /Estate management portfolio.
- b) The successful candidate will be assigned to a specific team whilst working closely with other relevant teams in the Community Department and across the organisation, promoting community awareness, involvement and participation.
- c) Develop estate profiles and carry out a needs analysis with targeted communities in the areas assigned.
- d) Seek out local leaders, or potential leaders, in the community and ensure, as far as possible, their participation in community groups.
- e) Support and develop the capacity of Community groups' in the area assigned and assist in the development of estate based projects including clubs and groups.
- f) Set up local area development teams made up of appropriate agencies and community support groups as appropriate.
- g) Assist communities to develop and complete annual work programmes and present these programmes to the designated direct line supervisor on an annual basis.
- h) Support groups to source grant aid and funding support where required to meet the objectives of the work programmes.
- i) Monitor the spending of all grants and use of facilities provided and report effectiveness.
- j) Where a community centre is in place, devise a management plan with the support of the local community and oversee the implementation and ongoing use of the community facility by ongoing monitoring and evaluation.

- k) Use a Community Education approach to build the communities capacity to participate in the wider community context.
- l) Carry out any duties or responsibilities that may be assigned by the Council from time to time.
- m) The duties of the office will involve activity outside normal working hours and Time off in lieu will be granted at the convenience of the Council in respect of extra hours worked.

The Community Worker will report to the Senior Community Worker in the Community department.

13. Residence

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

14. Superannuation and Retirement

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children) plus 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 70.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age.

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 70.

Persons who become pensionable staff of a local authority for the first time on or after 01 January 2013 are assigned to the Single Public Service Pension Scheme

with effect from the date of appointment. The scheme is contributory and provides pension, retirement gratuity, death gratuity and survivors benefits.

If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are liable to pay the Class A rate of PRSI contribution. You are required to pay contributions as follows: 3% of gross remuneration and 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children). The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70.

To qualify for a pension the successful candidate must have served a minimum of two years employment in a local authority.

You are reminded that under this agreement the Council may refer you to a medical advisor at any time to determine fitness for carrying out the duties to which you have been assigned.

Further information is available from the Human Resources Department.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the

wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

15. Period of Acceptance

The local authority shall require persons to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

The County Council will not be responsible for any expenses a candidate may incur in attending for interview.

16. Mobile Phone

The person employed may be required to carry/use a County Council mobile phone during working hours and while on call.

17. Travelling

Travel expenses for official journeys will be paid at appropriate civil service rates as adjusted from time to time.