



COMHAIRLE CONTAE
CHEATHARLACH
CARLOW COUNTY COUNCIL

CANDIDATE INFORMATION BOOKLET – COMMUNITY DEVELOPMENT OFFICER (SPECIFIC PURPOSE CONTRACT – APPROXIMATELY 1 YEAR DURATION)

CLOSING DATE: 12 noon on Friday, 8th August 2025

**FOUR APPLICATION FORMS (one original completed signed copy and three full copies of the original)
SHOULD BE RETURNED TO:**

**ADMINISTRATIVE OFFICER
HUMAN RESOURCES SECTION
CARLOW COUNTY COUNCIL
COUNTY BUILDINGS
ATHY ROAD
CARLOW. R93 E7R7**

**CANDIDATES WHO SEND THEIR APPLICATIONS BY POST SHOULD ALLOW SUFFICIENT TIME TO ENSURE
DELIVERY NOT LATER THAN THE LATEST TIME FOR ACCEPTANCE.**

PLEASE NOTE THE FOLLOWING INSTRUCTIONS:

- A Curriculum Vitae or applications by email or fax will **NOT** be accepted.
- All applications forms should be **TYPED** and before signing the form, please ensure that you have replied fully to all sections/questions.
- You should satisfy yourself that you are eligible under the regulations - **copy of your educational results should be submitted with your application to confirm your eligibility for this post.** The Council cannot undertake to investigate the eligibility of candidates in advance of the interview and hence persons who are ineligible, but nevertheless, enter, may put themselves to unnecessary expense.
- Carlow County Council is not responsible for any expenses which may be incurred by the candidate in attendance for aptitude test or interview.
- Applications received after the closing date and time specified will **NOT** be accepted.
- Applications received that do not comply with the requirements set out in the booklet, i.e. typed application form, one original fully completed signed copy and 3 copies of the application form, copy of results where required, will **NOT** be accepted.
- Carlow County Council may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. Shortlisting will be based on qualifications, relevant experience and information submitted on the application form. The number of persons to be invited for interview shall be determined by Carlow County Council.

QUALIFICATIONS

1. Character

Each candidate must be of good character.

2. Health

Each candidate 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.

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

- (a) have attained a good standard of general education;
- (b) have a background of considerable experience in community development, social sciences or in other fields where social relationships are of utmost importance;
- (c) have the ability to communicate well and handle difficult situations with tact and good judgement;
- (d) Be able to consult and network effectively with different organisations;
- (e) Have ability to monitor and evaluate work and write reports;
- (f) Have sound administrative and organisational skills;
- (g) Be able to produce and access information efficiently and accurately;
- (h) Have excellent communications, presentation and facilitation skills;
- (i) Have ability to advise, inform, motivate and support individuals and organisations;
- (j) Have an excellent working knowledge of word processing and data processing programmes and experience of communicating through social media;
- (k) Have ability to produce good quality publicity material;
- (l) Have good report writing skills:

A third level qualification in Community Development, a Social Science or a related discipline is desirable.

B. Knowledge

Knowledge of the principles of community development, how the community and voluntary sector functions within the community and the role of the local authority in community development.

C. Attitude and Motivation

- A constructive and progressive attitude to working as part of the Community Development Team and an ability to develop partnerships with the wider community and with other organisations active in the County
- A self-motivated approach to work
- An awareness of the role and importance of co-ordinated and integrated inter-agency responses to local social, community development and economic needs.

D. Transport

A full clean driving licence and use of personal transport for work is required. Willingness and ability to travel is required.

THE ROLE

The Community Development Officer is responsible for working with and supporting community and voluntary groups to help address and respond to local community needs.

The successful candidate will represent the Council both on relevant local committees and at a range of different meetings as and when required.

He/she will promote a range of Community Development Programmes and Initiatives administered by the Council and will encourage local communities to actively participate within these.

The Ideal Candidate shall have:

- experience of building, managing and nurturing partnership and relationships across a wide range of key stakeholders
- Knowledge and understanding of good corporate governance practices
- Excellent facilitation, project management and event management skills
- Strong analytic, report writing, organisational and IT Skills
- Experience in delivering quality customer services
- Experience in Project Management
- Problem solving and decision-making skills
- Demonstrate excellent communication and interpersonal skills
- The ability to work on one's own initiative as well as an integral part of a team
- A positive outlook and enjoy working with people
- Satisfactory knowledge and understanding of the principles of Community Development
- A third level qualification in Community Development, a Social Science or a related discipline and/or a minimum of three years' experience working in the Community Development Sector
- A full unendorsed driving licence and use of personal transport

ASSESSMENT PROCEDURE

COMPETENCIES

Candidates for the post must demonstrate that they have competency and skills in the following areas. Application forms should include practical examples which demonstrates these competencies. Interviews will also be competency based and marks will be awarded under these skills sets:

- 1. Understanding Purpose & Change**
- 2. Delivering Results**
- 3. Performance through People**
- 4. Local Government Knowledge & Understanding**

Candidates short-listed for interview will then be assessed at the interview under the four competencies listed above using some/all of the following indicators within each competency.

Understanding Purpose & Change

- Understands the Council's purpose, goals and priorities.
- Shows commitment to these goals and ensures that the team understands how their work contributes to meeting the Council's objectives.
- Understands the Role of the Elected Council and the Representational Role of the Elected Members
- Understands and adheres to the Code of Conduct for all employees and complies with all Council rules, regulations and procedures.
- Ensures that there is full understanding of and compliance with all Council rules, regulations and procedures for employees within designated area of responsibility.
- Supports diversity.
- Understands and supports Workplace Partnership.
- Represents the Council positively when dealing with the public or other agencies.
- Creates a positive image of the Council both within the team and through interaction with the public and other stakeholders.
- Understands the need for change and gets this across persuasively to others.
- Makes a positive case for change and elicits commitment from others.
- Implements change in an orderly and determined manner.
- Co-operates fully in implementing safe systems of work in accordance with the Corporate Safety Statement and relevant Ancillary Safety Statement for their area of work.

Delivering Results

- Evaluates issues and situations in a logical and objective manner in order to arrive at effective solutions.
- Makes decisions in a timely, clear and well-informed way.
- Helps translates the business/team plan objectives into clear priorities and actions for their area of operation.
- Helps establish high quality service and customer care standards.
- Allocates resources (staff and equipment) across jobs to ensure that priorities are met and that work is executed in the most efficient manner possible to deliver quality work and services.
- Takes initiatives to control and reduce the cost of activities and minimise waste in the services provided.
- Abides by the laws, regulations and policies and procedures affecting your employment and the discharge of your duties.
- Sets and implements high standards of service delivery in accordance with the established parameters of the operational plans:
- Closely monitors quality of activities and takes initiatives to improve work processes over time.

Performance through people

- Leads the team/service area in a manner that provides clarity of purpose and a focus on delivery.
- Engages with individual staff and the team in a motivational and supportive way.
- Leads and develops the team and its members to achieve corporate objectives through the effective management of performance, using the PMDS process
- Builds and maintains positive working relationships and constructively addresses conflict or employee dissatisfaction.
- Recognises the value of and requirement to communicate effectively.
- Have good written and verbal skills.
- Have good interpersonal skills.

Local Government Knowledge and Understanding

- Demonstrates knowledge of the structure and functions of local government.
- Demonstrates knowledge of current local government issues and advocates practical approaches to addressing them.
- Demonstrates a clear and realistic view of future trends and strategic direction of local government.
- Demonstrates an understanding of the role of a Community Development Officer in this context.

PARTICULARS OF POST**The Post**

The post is wholetime and temporary to cover vacancies that may arise due to maternity leave, reassignments etc.

Remuneration

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

The salary scale for the position of Community Development Officer is analogous to the Staff Officer scale as follows: €51,210, €52,739, €54,301, €55,895, €57,501, €59,373 (LSI1) and €61,252 (LSI2) gross per annum – Circular Letter EL 03/2025 refers.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government. In accordance with Departmental Circular Letter EL.02/2020, 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.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Duties

The duties of the office are to give to the local authority under the direction and supervision of its appropriate officer such services of an executive, supervisory or advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other officers of the local authority when required and such duties as may be required in relation to the area of any other local authority.

The Community Development Officer, under the direction of the Director of Services or such officer of the Council as may be designated from time to time, will work on community activities as required and in compliance with the County Council Corporate Plan and County Strategy policies, County Carlow Local Economic and Community Plan and County Strategy policies. He/she will also assist the Director of Services in carrying out his/her duties.

In particular, the Community Development Officer's duties may include organising and carrying out surveys of local needs, establishing and maintaining close contact in an advisory role with voluntary groups and local associations, assisting in the carrying out of special community projects assessing value of community activities, canvassing from door to door, organising, addressing or presiding at meetings and maintaining close contact between the County Council and other statutory and voluntary agencies. The Community

Development Officer may also be appointed to represent the Council in a formal capacity on statutory boards and companies (whether as a Director or not).

Location of post

Carlow County Council reserves the right to assign the post holder to any council premises, now or in the future subject to reasonable notice. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

Working Hours:

The working hours at present provide for a five day, thirty-five hours working week, hours may vary from time to time. Carlow County Council operate a flexible time scheme with the earliest start time of 8.30 a.m. and a latest start time of 10.00 a.m. and the earliest finishing time of 16.30 p.m. and the latest finishing time of 18.00 p.m. Lunch break consisting of a minimum of 30 minutes to a maximum of 2 hours must be taken between 12.30 p.m. and 14.30 p.m. The Flexi Leave Scheme is available, on request.

Due to the nature of this post, there may be a requirement to work additional hours from time to time for which Time in Lieu on a time for time basis will apply. Overtime does not apply to this post. 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.

The working hours may be reviewed at any time by the Council. The post will require flexibility in working outside of normal hours, including at weekends, as necessary. No additional remuneration will be paid in respect of such activities.

Probation

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply:

- (a) there shall be a period after such appointment takes effect during which such persons shall hold such position on probation,
- (b) such period shall be twelve months, but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory,
- (d) the period at (a) above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employment Acts,
- (e) there will be assessments during the probationary period.

Health:

For the purposes of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

Residence

The holder of the office shall reside in the district in which his/her duties are to be performed or within a reasonable distance, thereof.

References

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Louth County Council reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

Vetting

Garda vetting is required for certain roles within Carlow County Council. Failure to complete a Garda vetting form on request may prevent your employment with Carlow County Council. In the event of an unsatisfactory Garda declaration being received Carlow County Council reserves the right not to commence employment. In the event of an existing employee changing role as a result of promotion or otherwise to a role that requires Garda Vetting and an unsatisfactory disclosure being returned, Carlow County Council reserves the right to withhold promotion, and also to investigate if further sanction/disciplinary action is warranted on foot of disclosure on a case by case basis.

Annual Leave:

The current annual leave entitlement is 30 days. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended).

Sick Leave:

The terms of the Public Service Sick Pay Scheme will prevail.

Training:

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post and to attend all mandatory training.

Health & Safety:

The holder of the post shall co-operate with the terms of Carlow County Council's Safety Statement and Major Emergency Plan. It is a condition of employment that the successful candidate will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post. He/She shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

Superannuation & 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 dependant 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 dependant 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 reemployment 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).

Data Protection:

Basis for Processing your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Carlow County Council under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and / or interview board. If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File.

Storage period

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications that are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested Carlow County Council will not be able to progress your application form for the competition.

When your application is received, Carlow County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003 and will be destroyed following the expiry of any panel put in place in respect of this competition.

RECRUITMENT PROCESS

Candidates will initially be assessed to ensure that they meet the minimum specified eligibility criteria for the position. All applications must be **TYPED** and the form filled out in full. Handwritten submissions will **NOT** be accepted. When completing the application form, accuracy is essential as the information supplied in the form will play a central part in the selection process. **Submission of an application for employment is regarded as consent to share your information for the purposes of short-listing and recruitment.**

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Carlow County Council may decide that a number only will be called to interview. In this respect, Carlow County Council may provide for a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

Canvassing

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

Competitive Interview

Selection of candidates for appointment shall be by means of a competitive interview. The Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the qualification, attributes and skills required to undertake the duties and responsibilities to the standard required in the post.

Panels

Following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary or permanent employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post. Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the Council may agree, otherwise, the Council may decide not to appoint them.

After the Interview

Carlow County Council will automatically advise you of the result of the interview. This may be done by letter and will include a copy of your individual marking sheet which will include the marks awarded to you for the various competencies at interview and any comments made by the Interview Board.

Taking up Appointment

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails 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 him/her.

Carlow County Council is an Equal Opportunities Employer