



## JOB DESCRIPTION

### Development Officer

SECAD Partnership has vacancy for a Development Officer to support the delivery of our recently approved Asylum, Migration and Integration project through the Asylum Migration and Integration Fund 2021-2027. The Development Officer will support relevant target groups at multiple locations at International Protection Centres in East Cork (based in Midleton). SECAD also has an AMIF Development Officer working in mid Cork (based in Macroom).

#### The Asylum Migration and Integration Fund

SECAD Partnership was approved for funding through the AMIF in 2024. The call focused specifically on Objectives a and b only.

The overall objective of the EU [Asylum Migration and Integration Fund 2021-2027](#)<sup>1</sup> is to promote the efficient management of migration flows and the implementation, strengthening and development of a common EU approach to asylum and immigration. The Fund has four Specific Objectives:

- a) Strengthening and developing all aspects of the Common European Asylum System, including its external dimension;
- b) Strengthening and developing to support legal migration to the Member States in accordance with their economic and social needs, and promoting and contributing to the effective integration and social inclusion of third country nationals;
- c) Contributing to countering irregular migration, enhancing effective, safe and dignified return and readmission, and promoting and contributing to effective initial reintegration in third countries; and
- d) Enhancing solidarity and fair sharing of responsibility between the member states, in particular in regards to those most affected by migration and asylum challenges, including through practical co-operation.

#### AMIF in Ireland

The European Commission first approved Ireland's National Programme AMIF 2021-2027 on 19<sup>th</sup> December 2022. The Funds Administration Unit in the Department of Children, Equality, Disability, Integration and Youth is designated as Ireland's Managing Authority for the AMIF. The funding available to Ireland under the AMIF will be used over the lifetime of the Programme to support actions that will help to achieve the Specific Objectives set out in the Programme.

#### AMIF Roles

---

<sup>1</sup> The Asylum Migration and Integration Fund 2021-2027 is a follow on from the 2014-2020 AMIF and the general programme "Solidarity and Management of Migration Flows" (SOLID Funds 2007 - 2013). This General Programme consisted of four instruments: [External Borders Fund](#) (EBF), [European Return Fund](#) (RF), [European Refugee Fund](#) (ERF) and [European Fund for the Integration of third-country nationals](#) (EIF)

The Development Officer will work as part of SECAD Partnership's Integration Response Team providing supports to new migrants/refugees/asylum seekers in South Cork (East Cork and Mid Cork).

A broad range of supports will need to be provided including; one to one and group supports for employment, enterprise start-up, sectoral skills training; supporting individuals in accessing community based social, health & wellbeing supports; assessing and referring clients to appropriate statutory services. The overall aim is to support and facilitate social and economic integration and active community engagement across the South Cork area.

The role may be full time or part-time (no less than 0.6FTE / 3 days per week).

**The successful candidate will be required to undertake the following;**

- Provide support on a variety of areas affecting new arrivals to South Cork
- Work closely with SECAD's wider Integration Response Team, providing information and access to a range of education, enterprise and employment, health and wellbeing, and family supports
- Provide individual and group supports to people seeking training, upskilling and employment supports and services eg. the development of personal action plans
- Deliver individual and group supports on CV preparation, interview skills, career development, technology for work skills, social welfare guidance etc
- Provide culturally appropriate referral and introduction service to specialist services
- Deliver on actions included in the AMIF project plan eg. community integration events, annual food festivals, volunteer based English language learning hubs etc
- Understand the barriers to integration that exist for some migrants and find appropriate mechanisms for over-coming these barriers
- Effectively represent SECAD at relevant external fora as well as contributing to SECAD team and Board meetings
- Ensure that detailed records of all group /one on one work is maintained and reported, in a timely and efficient manner in line with the reporting requirements and CRM systems
- Work collaboratively with other organisations and networks where appropriate
- Maintain strict confidentiality of personal information of service users and adhere to SECAD policy and procedures
- Travel to locations in the service delivery area of South Cork as required (specifically Youghal, Glounthaune and Cloyne for this current contract but flexibility will be required depending on IP locations
- Other related duties as required by the needs of the project and CEO

**Person Specification**

**Qualifications:**

- A relevant third-level qualification eg. social sciences/social care, psychology, community development or equivalent combination of relevant education and experience;
- Successful candidates must continue to satisfy Citizenship Eligibility requirements (including any person holding an official letter confirming they have been granted Temporary Protection in Ireland under the EU Temporary Protection Directive 2001/55/EC)
- Have verbal and written fluency in English

**Experience/Knowledge:**

- A minimum of two years experience in a similar position or in community services /employment/education/social care setting
- Experience of providing individual support and group supports, ideally to migrants / refugees/asylum seekers
- Experience of providing individual and group supports to people seeking employment supports and services
- An understanding of immigration policies, practices and legislation in Ireland
- An interest and knowledge of the issues facing asylum seekers, migrants and refugees in Ireland, particularly those who are at risk of social exclusion, poverty and discrimination
- Knowledge of social welfare policies and practices
- Experience in information provision and advocating for rights and equality
- An understanding and ability to relate to and work with people across cultures and backgrounds
- Experience of report writing
- Experience of working in partnership with a wide range of organisations

#### **Skills/Abilities:**

- Ability to engage with compassion and empathy
- Highly organised, with the ability to work well under pressure
- Have a flexible and adaptable work approach
- Excellent organisational and time management skills
- Excellent written, verbal, analytical and interpersonal skills
- Good listening and communication skills with sensitivity to cultural communication skills
- Appreciation of the need for confidentiality and integrity
- IT skills with capacity in software applications and database and caseload management
- Ability to work as a team member and independently, with a high-level of self-motivation and ability to set and meet goals
- Comfortable working in a busy, dynamic, multi-cultural environment

#### **Terms & Conditions**

**Post:** Development Officer – Initial contract for 12 months, may be renewed depending on performance and on-going availability of funding. The role may be full time or part-time (no less than 0.6FTE / 3 days per week)

**Location:** Based at SECAD's office in Midleton with outreach service delivery and travel required throughout the delivery area in East Cork

**Reporting to:** Programme Manager / other

**Salary:** Salary will be based on the Development Officer scale depending on experience

**Transport:** Full and clean driver's licence is required with own means of transport.

#### **Application Process**

Applicants should pay particular attention to the job description and your suitability to the role.

Please email your application (CV & Letter of Application) to: [info@secad.ie](mailto:info@secad.ie) marked 'AMIF Development Officer 2025'. Closing date for receipt of Applications (CV & Letter of Application) is **Friday February 28<sup>th</sup> 2025 at 12 noon.**

Note no late applications will be accepted

Shortlisting will take place. Shortlisted candidates will be contacted on or before March 7<sup>th</sup>. **Interviews scheduled to take place during the week of March 18<sup>th</sup> 2025.** A panel may be formed.

## ***SECAD Partnership is an Equal Opportunities Employer***

### **About SECAD Partnership**

SECAD Partnership CLG (SECAD) is a Local Development Company established in 1995. Our main office is located in Midleton, Co. Cork. SECAD's main development objective is to promote and enable sustainable development through our Rural Development and Social Inclusion programmes. SECAD has a voluntary Board of Directors and a staff team of c. 50 people.

SECAD works with individuals, community and voluntary groups, business, academia and other stakeholders to create a more vibrant, sustainable and inclusive society. SECAD manages a wide range of funds and services including social investment and employment support programmes, implemented on behalf of various Government Departments, State Bodies, the European Commission and the private sector. SECAD currently delivers a number of major programmes along with other smaller schemes and initiatives.

SECAD is delivering the Social Inclusion Community Activation Programme (SICAP 2024-2028) throughout South Cork including the Muscraí Gaeltacht. SECAD is an implementing partner for LEADER 2023-2027 on behalf of the South Cork and West Cork LCDC's. SECAD has vast experience in administering Irish government and European funds, as well as transnational co-operation projects including LEADER / Rural Development Programmes, Social Inclusion Programmes, the Local Area Employment Service (LAES), Rural Social Scheme and Tús (Employment Schemes), INTERREG, Intelligent Energy Europe, Erasmus + and the Programme for Employability Inclusion and Learning (gender equality). SECAD was recently approved funding for WorkAbility (ESF+ 2021-2027) and the Asylum Migration and Integration Fund.

Wild Work is a SECAD initiative with a social ethos. Wild Work supports employment activation, educates and raises awareness of nature and biodiversity and benefits society as a whole. To read more about Wild Work see [www.wildwork.ie](http://www.wildwork.ie)

As a Grant Making Organisation (GMO), SECAD manages community benefit funds throughout Ireland on behalf of various sustainable energy developers, infrastructure providers and others. A key area of expertise is community engagement - developing positive, effective links with communities, supporting them to access and maximise funding and services.

For more information on SECAD see [www.secad.ie](http://www.secad.ie)



**Rialtas na hÉireann**  
Government of Ireland



Arna chomhchistiú ag  
an Aontas Eorpach

Co-funded by the  
European Union