



## **DEVELOPMENT OFFICER**

### **Job Description**

<b>Employer:</b>	Deaf Community Centre Limited
<b>Job Title:</b>	DEVELOPMENT OFFICER
<b>Contract Type:</b>	1 Year contract
<b>Probation:</b>	4 months

### **REPORTING RELATIONSHIP**

The Development Officer will report directly to the Board of Deaf Community Centre.

### **BACKGROUND**

Deaf Community Centre (DCC) was established in November 2006 by the local Deaf community and the Parents of Deaf children in the region of Limerick and surrounding areas.

DCC aims to promote participation of the Deaf community in education, community, social and cultural activities, with Irish Sign Language (ISL) as the main language of communication. DCC strives to improve the social integration of Deaf people and hearing people with the provision of facilities for entertainment, social, cultural and educational events and functions.

DCC has a close working relationship with national organisations such as The Irish Deaf Society (IDS), Irish Deaf Women's Group, Irish Deaf Youth Association, ISL Academy and the Irish Deaf Sport Association which all provide valuable support and services to the Deaf community of the Mid-West region. DCC's logo represents the diversity of the community in which we live and work. The green colour signifies growth and learning within the Deaf Community and the significance of the contrasting red represents the

harmony between Deaf and hearing communities. The red is also symbolic of the Munster region.

## **OVERALL PURPOSE OF THE JOB**

The role of the Development Officer is principally centred around the management and coordination of the day-to-day activities of DCC. This includes the delivery of a range of services for the Deaf Community in the Mid-West region, such as supporting adult education and training, providing and managing information on social, cultural and sporting events. The Mid-West region includes County Clare, County Limerick and North Tipperary. The role will require the individual to manage and supervise a small team of administrative and support staff at the Centre as well as liaising with local health, employment, social services and Deaf authorities in the region and nationally.

## **MAIN DUTIES**

### **Managerial Responsibilities**

1. To maintain proper records of visitors and appointments;
2. Establish and maintain interpersonal relationships by developing constructive and cooperative working relationships with others, and maintaining them over time;
3. Communicating with supervisors and peers providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, through ISL or in person and contributing to any management meetings as and when required;

### **Organisational Responsibilities**

4. To promote the interests of the Deaf Community for full integration, equal access to goods and services including education, healthcare and employment;
5. To promote the use of ISL through its maximum exposure, usage and personal development by through ISL up skilling;
6. To manage and provide all administrative support to the Deaf Community Centre, including the upkeep of the office ensuring it is clean and that all services are operational;
7. Maintain the Centre's reporting and record-keeping;
8. Ensure that the Centre has all appropriate policies, procedures and systems in place and to assist in their development and implementation as required;
9. To manage short term projects as proposed by the Board;
10. To organise sporting and social events at the Centre as well as in external locations in the Mid-West;

11. Plan and promote adult education and training opportunities for the Deaf Community in conjunction with authorised adult education providers;
12. To assist in rolling out Irish Sign Language courses;
13. Support advocacy Initiatives regionally and nationally;
14. To facilitate/attend the meetings and training as agreed with the Board;
15. Arrange interpreters as and when required;
16. Liaise with a range of funding authorities to secure funding for various projects and initiatives;
17. Plan community events and assist in fund raising activities;
18. Strategically plan activities of the Centre and report progress to Board.

## **Functional Responsibilities**

19. To control costs by monitoring wastage of paper, time and any such consumables;
20. To manage petty cash and liaise with the accountant for accounts receivable and payable queries;
21. Providing cover for other staff as and when needed;
22. Liaising with the Board and other staff to plan to ensure deadlines are met or adjusted accordingly;
23. Carry out work based research to further the aims of the Centre;
24. Observe all software, IT and communications policies and protocols;
25. Correctly name and file all documentation in a logical manner for easy retrieval;
26. Keep detailed notes of client discussions and outcomes for reference purposes;
27. Updating and using relevant knowledge by keeping up-to-date technically, and or otherwise and applying new knowledge to your job;
28. Organising, planning, and prioritising work by developing specific goals and plans to accomplish tasks.

## **ESSENTIAL SKILLS AND REQUIREMENTS**

The ideal candidate will be a self-starter who is self motivated to manage and operate the Centre without direct supervision. The Development Officer must have excellent communication skills and be very familiar with Deaf Culture and have experience working with the Deaf and hard of hearing communities.

1. ISL proficiency and Deaf culturally aware;
2. Excellent communicator with the ability to take on board constructive criticism;
3. Proven administrative ability;
4. Awareness of the needs of the Deaf community;
5. Understanding of, and commitment to equality;

6. Awareness of the supports and services that can be made available to the Deaf community;
7. Computer literate and ICT aware;
8. Ability to work on his/her own initiative or as part of a team;
9. Strong commitment to the development of Deaf community;
10. Strong commitment to collaborative ways of working as part of a team;
11. Excellent organising, coordinating and management abilities;
12. Excellent time keeping planning abilities.

Deaf Community Centre is a small company with charitable status and provides services to its clients around the Mid West and from other parts of Ireland from hearing, Deaf and hard of hearing communities.

It views its staff members and the people it serves as part of a very valuable team. We like to work "with" each other and not "for" each other.

At DCC, you may often be required to partake in duties other than those specified in this document. We like to think that our staff understand and welcome this flexible approach. Just remember, it could be you looking for assistance from another member of your team when you need a hand.

The nature of the job and deadlines might require you to work longer hours and evenings as well as weekend work.

## **SALARY & OTHER BENEFITS**

Information about salary and other benefits will be discussed at the time of the interview.

## **INTERVIEW FORMAT**

The interview will be conducted in Irish Sign Language. If Irish Sign Language is not your first language a qualified interpreter will be present.

Interviews will take place in late August and Early September at the Deaf Community Centre, 96A O'Connell Street, Limerick, Ireland.

## **QUERIES**

If you would like any further information, drop in to DCC, arrange a video or skype call with Sandra or drop me an email.

**Haaris Sheikh, Director, Deaf Community Centre Limited**  
By email to: [haaris@dcclimerick.eu](mailto:haaris@dcclimerick.eu)