



# Comhairle Chontae Liatroma Leitrim County Council

## CANDIDATE INFORMATION BOOKLET

(Please read carefully)

**Post of:**

**Community Safety Coordinator  
Local Community Safety Partnership (LCSP)  
(Grade VII Analogous)**

**Closing Date: 4:00 pm on Thursday 10<sup>th</sup> July 2025**

### Important Notes

Completed Application Form (*inclusive of all other required documentation*) must be emailed in **PDF Format** as **One Single Document** (not individual scanned documents) to [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie).

Please quote '**Community Safety Coordinator Application**' followed by your **name** in the subject line of the email.

**Note:** Hard copy Application Forms will not be accepted

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## **General Information:**

County Leitrim, located in the North-West of Ireland, has a growing economy, picturesque landscape, vibrant communities and a strong arts and cultural sector. Leitrim County Council's vision is to build an economically strong, creative, inclusive county, making Leitrim the best place to live, work, invest and visit. Key to the achievement of our priorities and objectives is a skilled and committed workforce, supported by enabling technologies, efficient work processes and learning and development opportunities. We are committed to the training, support and encouragement of our staff and we offer benefits across family friendly initiatives, personal development and wellbeing of staff.

## **The Background:**

The Department of Justice has developed a new Community Safety Policy based on a key principle that policing is not the responsibility of the police alone and involves other agencies of Government such as health and social services. The Community Safety Policy proposes a whole-of-government approach to community safety. At the heart of this policy is the principle that every community has the right to be, and feel safe, in order to thrive and flourish.

This new approach will be delivered through Local Community Safety Partnerships (LCSPs), supported through a national governance structure. This structure will ensure that communities are empowered to have a strong say in what actions are prioritised by the services operating in their area and will also have a key oversight role in ensuring those actions are followed through.

## **Objectives of the LCSPs**

The partnership approach is built on two premises:

1. Every community is different and has different problems and issues.
2. Responding to those problems and issues requires a range of inputs from across Government, local services, voluntary sector and the community itself.

The response to the issues identified above requires the following elements:

1. Community engagement in identifying what the needs of the community are.
2. Commitment and buy-in from State, local and voluntary service providers to work together to address those needs.

The LCSPs aim to foster sustained community involvement in identifying needs and co-designing solutions, and sustained commitment from services in working together to address those needs.

## **Structure of LCSPs**

Membership of each LCSP will include residents, community representatives (including representatives of youth), new communities and the voluntary sector, business and education representatives, relevant public services in the area (including HSE, Tusla, An Garda Síochána and the local authority) and local councillors. The LCSP will have a maximum of 30 members.

## The Role:

The Community Safety Coordinator will support Leitrim Local Community Safety Partnership (LCSP) in its work to bring together a diverse group of agencies and residents to engage in joint planning and co-ordination of services for the community. A main focus will be the design and delivery of community safety projects in the relevant local authority area. The successful candidate will be a key driving force for the work of Leitrim LCSP. They will coordinate an office, which will act as a hub for the local community in relation to community safety. The Community Safety Coordinator will act as a support to community members to identify local priorities and access relevant services, as well as assisting Leitrim LCSP in drafting and delivering on a local community safety plan.

The Community Safety Coordinator will manage the work of the Community Safety Administrator and will be responsible for the day to day running of the community safety activities for Leitrim LCSP.

The role is diverse and multifaceted, and the learnings from the pilots have demonstrated that the successful candidate should:

- Demonstrate the ability to engage positively with a diverse range of individuals.
- Have proven experience in developing and managing relationships with a diverse group of stakeholders.
- Demonstrate a proven ability to achieve goals and meet deadlines.
- Demonstrate the ability to work in a community setting with a wide variety of organisations, services and groups.
- Demonstrate strong leadership skills, sound judgement, self-motivation and strong interpersonal skills.
- Have confidence to work on their own initiative.
- Have excellent communication skills, both verbal and written.

## The Qualifications:

### 1. Character

Each candidate shall be of good character.

### 2. Health

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

### 3. Citizenship

Candidates for any of the above panels must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b) A citizen of the United Kingdom (UK); **or**
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; **or**
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; **or**
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

#### 4. Education, Training, Experience etc.

Each candidate must, on the latest date for receipt of completed application form:

- (i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics,  
and  
(b) have obtained at least Grade C (or Honours) in Higher Level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics),  
or
- (ii) have obtained a comparable standard in an equivalent examination,  
or
- (iii) hold a third level qualification of at least degree standard,
- (iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff

#### Desirable Requirements:

It is desirable that each candidate shall:

- (a) (i) Hold a recognised NFQ Level 7 qualification in sociology, social policy, law, public health or similar; **OR**  
(ii) Have a minimum of 3 years' relevant professional experience.
- (b) Have a minimum of 2 years' experience working as a project coordinator or similar role, and
- (c) Have a minimum of 1 years' experience in communications, outreach or similar.
- (d) Have a good knowledge and awareness of Health & Safety Legislation and Regulations, their implications for the organisation and the employee, and their application in the workplace.
- (e) **Experience in one or more of the following areas would be an advantage:**
  - Local community development
  - Public Health
  - Criminal Justice System
  - Communications
  - A demonstrated ability in programme delivery

- **Please ensure that confirmation of Level 7 qualification in the relevant discipline from your awarding body and / or Quality & Qualifications Ireland (QQI) is submitted to the HR Department with your application. Foreign language qualification certificates must also be accompanied by a translation document. Applications received without the necessary documentation will be deemed ineligible and will not be considered further.**
- **Candidates must also hold a current valid and unendorsed driving licence in respect of category B vehicles or equivalent in the EU Model Driving Licence and must advise if this is not the case. A copy of Licence must be submitted with your application.**

## The Ideal Candidate shall have:

- A good understanding of community development processes and principles.
- A clear understanding of the wider environment of community safety across the community, voluntary and statutory sectors.
- The ability to work on several projects simultaneously.
- The ability to develop and implement communications plans, including the use of social media.
- The ability to positively contribute to and lead change.
- The ability to work independently and as part of a team.
- Excellent planning and organisational abilities.
- The ability to administer and oversee programme funding.
- A high degree of motivation and resilience.
- A high level of discretion and professional integrity.
- The ability to evaluate information from a number of sources, make effective decisions and problem solve in a timely manner.

## Competencies for the Post:

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

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|--------------------------------|--|
| <b>Management &amp; Change</b> | <ul style="list-style-type: none"> <li>• Ability to think and act strategically to ensure functional responsibility is properly aligned with corporate policies and strategies.</li> <li>• Clear understanding of political reality and context of the local authority.</li> <li>• Awareness of current local government issues, priorities, concerns and future direction.</li> <li>• Ability to translate corporate policies and objectives into operational plans and outputs.</li> <li>• Develops and maintains positive and productive professional relationships both internally and externally to the local authority.</li> <li>• Effectively manages change, fosters a culture of creativity and overcomes resistance to change.</li> </ul>  |
| <b>Delivering Results</b>      | <ul style="list-style-type: none"> <li>• Develops operational and team plans having regard to corporate priorities, operational objectives and available resources.</li> <li>• Acts decisively and makes timely, informed and effective decisions and shows good judgement and balance in making decisions and recommendations.</li> <li>• Ability to initiate, develop and deliver programmes and projects and to work to strict deadlines.</li> <li>• Allocates resources effectively to deliver on operational plans.</li> <li>• Pinpoints critical information and addresses issues logically.</li> <li>• Establishes high quality service and customer care standards.</li> <li>• Identifies and achieves efficiencies.</li> <li>• Ensures compliance with legislation, regulation and procedures.</li> </ul> |

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|---|---|
| <b>Leading, Motivating and Managing Performance</b> | <ul style="list-style-type: none"> <li>• Ability to build and lead a positive, diverse and productive team effectively.</li> <li>• Leads, motivates and engages stakeholders to achieve quality results and to deliver on programme objectives.</li> <li>• Strong organisational skills including meeting facilitation and administration.</li> <li>• Effectively manages performance and identifies and manages conflict.</li> <li>• Understands effective communications and actively listens to others.</li> <li>• Demonstrates excellent interpersonal skills and effective verbal and written communication skills.</li> <li>• Ability to foster and maintain productive working relationships within the organisation and with relevant stakeholders externally.</li> </ul> |
| <b>Personal Effectiveness</b>                       | <ul style="list-style-type: none"> <li>• Knowledge of the structure and functions of local government including community services.</li> <li>• Knowledge and understanding of the concept of Local Community Safety Partnerships and the role of the Community Safety Coordinator.</li> <li>• Experience of advocating practical approaches and solutions to community issues.</li> <li>• Takes initiative and is creative in approaching the delivery of objectives.</li> <li>• Maintains a positive, constructive and enthusiastic attitude to the role.</li> <li>• Manages time and workload effectively and remains calm under pressure.</li> <li>• Commitment to integrity &amp; good public service values.</li> <li>• Political awareness.</li> </ul>                      |

### The Principal Terms and Conditions:

The Office is **wholetime, permanent and pensionable**. A panel will be formed from which permanent Community Safety Coordinator vacancies arising during the lifetime of the panel (12 months) may be filled.

#### 1. Duties

The duties of the office are to give to the local authority and

- (a) Such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the general direction and control of the Chief Executive or of such other officers as the Chief Executive may from time to time determine, such appropriate services of an administrative, executive, supervisory, advisory and ancillary nature as are required for the exercise and performance of any of its powers, duties and functions as may be delegated to him or her by the Chief Executive from time to time and shall include the duty of deputizing for other officers of the local authority.

The Community Safety Coordinator will work under the direction and control of the Senior Executive Officer, Community or such other officer as may be designated by the Director of Services or the Chief Executive.

The main duties and responsibilities of the post of **Community Safety Coordinator** may include but are not limited to the following:

- Supporting the establishment and the work of the LCSP including through:
  - Coordinating the development of a work plan for the LCSP.
  - Supporting the development of a local community safety plan.
- Supporting engagement of community members with the LCSP.
- Acting as a focal point for community safety in the area.
- Developing and delivering local community safety projects under the leadership of the Chair of the LCSP.
- Developing and delivering a communications strategy to keep the community informed about community safety activities.
- Proactively engaging and building good relationships with other stakeholders working on community safety in the area.
- Mapping the work by statutory agencies and community organisations that work on community safety activities in the area and liaising with the Local Community Development Committee on any relevant activities.
- Ensuring the provision, collection and reporting of relevant data and information.
- Ensuring that adequate record systems are in place and adhered to.
- Ensuring that detailed reports are prepared for key stakeholders.
- Preparing summary financial and administrative data for internal use.
- Taking the lead on the organisation and management of all community safety project events.
- Managing the work of the Community Safety Administrator.
- Building and maintaining good working relationships both inside and outside the partnership, including with key actors in the local authority area.
- Under the leadership of the Chair of the LCSP and management function of the relevant local authority, carrying out duties to ensure the control of expenditure within the partnership’s budget.
- Ensuring that petty cash procedures are followed and that adequate records are kept.
- Undertaking all duties which may be required which are commensurate with the role of Community Safety Coordinator in consultation with the Chair of the LCSP and direction of the Central Area Manager.
- Participating and contributing to the duties as required as part of the organisational response to Climate Action to promote and ensure capacity building, empowering change and delivering action.
- Any other duties as may be assigned to the officer from time to time by the local authority and may include the duty of deputising for other officers of the local authority, when required, and such duties as may be assigned to them in relation to the area of any other local authority.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the Local Authority.

The role requires flexibility in terms of working hours as the duties may involve working outside of normal office hours.

## 2. Salary

The salary scale for the post of Community Safety Coordinator (Administrative Officer Analogous), applicable from 1<sup>st</sup> March 2025, is within the range:

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**€59,417, €60,871, €62,568, €64,271, €65,974, €67,495, €69,054, €70,563, €72,069, €74,649 (LSI1), €77,243 (LSI2)**

Entry point to this scale will be determined in accordance with relevant Departmental Circulars. Offers of appointment to persons who are not serving local authority employees will be based on the minimum of this scale.

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

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.

### **3. Residence**

The holder of the post shall reside in the district in which his or her duties are to be performed or within a reasonable distance thereof and will be required to serve in the Local Authority's Offices, or wherever assigned by the Local Authority.

Leitrim County Council reserves the right to, at any time, re-assign an employee to any Department now or in the future. Leitrim County Council reserves the right to, at any time, assign an employee to any premises in use by the Council now or in the future.

### **4. Probation**

Where a person is permanently appointed to Leitrim 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/her 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 ongoing assessments during the probationary period.

Employment may be terminated by either party during probation or at the end of the probationary period on one week's notice.

### **5. Annual Leave**

The annual leave entitlement for this post will be 30 days per annum. Annual leave year is aligned to the calendar year.

### **6. Working Hours**

The standard working week will be 35 hours, Monday to Friday. The role may require flexibility around working hours and evening and weekend work may arise.

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

All hours worked 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. Leitrim County Council requires employees to record their hours worked using a clocking system.

## **7. Superannuation**

All new entrants to pensionable public service employment on or after 1 January 2013 will be members of the Single Public Service Pension Scheme.

All members of the Single Public Service Pension Scheme will be required to contribute 3.5% of net pensionable remuneration plus 3% of pensionable remuneration. Pension and retirement lump sums for member of the Single Public Service Pension Scheme will be based on career-average pay; pensions will be co-ordinated with the State Pension Contribution Scheme.

Persons who are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998, and are liable to pay the Class A rate of PRSI contribution, will be required in respect of superannuation to contribute to the local authority at the rate of 1.5% of pensionable remuneration plus 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). You will also be required in respect of the Local Government (Spouses and Childrens' Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of pensionable remuneration in accordance with the terms of the Scheme.

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 his/her superannuation to contribute to the local authority at the rate of 5% of pensionable remuneration. You may also be required to pay Spouses and Children/Widows and Orphans contributions at the rate of 1.5% of pensionable remuneration.

## **8. Retirement Age**

The Single Public Service Pension Scheme ("Single Scheme") as provided by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 commenced with effect from 1st January 2013. The act introduced new retirement provisions for new entrants to the public service appointed on or after 1st January 2013, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age will be in line with the age of eligibility for the State Pension Contributory (SPC). Compulsory Retirement Age will be 70.

There is no mandatory retirement age for "new entrants" to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is "not a new entrant" to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, had been subject to a compulsory retirement age of 65 years – the Public Service Superannuation (Age of Retirement) Act 2018 provides for an increase in the compulsory retirement age of most pre-2004 public servants from age 65 to age 70.

## **9. Pension Abatement**

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to, or in receipt of, a pension from the Civil or Public Service, or where a Civil/Public Service pension comes into payment during the appointee's 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.

**Please note:** In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

### 10. Driving Licence/Travel

Holders of the post may from time to time be required to travel in the course of their duties and for this purpose they shall possess a current unendorsed full driving licence (Category B) and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The post holder's Insurance policy must cover such use and must indemnify Leitrim County Council.

Travel and subsistence expenses will be paid in accordance with nationally agreed rates applicable in the sector.

### 11. Garda Vetting

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment and on a periodic basis thereafter for the duration of their employment.

### 12. Outside Employment

The position is whole-time and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

### 13. Data Protection

Please note that the information received is used solely for the purpose of considering your application. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988, 2003 & 2018 and EU Regulation 2016/679.

## SELECTION PROCESS

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.
- (ii) Leitrim County Council reserves the right to shortlist applications on the basis of information supplied on the application form, and only those shortlisted will be called for interview.
- (iii) Candidates called for interview will be assessed on the **competencies** for the post as set out above.
- (iv) A Panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for appointment may, within the life of the panel, be appointed to this post. The life of the panel will not be more than one year from the date of formation of the panel.
- (v) The local authority shall require a person 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 longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

**All applications must be made on the official Application Form** which are available to download on Leitrim County Council's website [www.leitrim.ie](http://www.leitrim.ie) or alternatively, contact the Human Resources Department by emailing [jobs@leitrimcoco.ie](mailto:jobs@leitrimcoco.ie).

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**Completed Application Forms, inclusive of all required documentation, must be submitted in PDF Format as ONE Single Document (not individual scanned documents) via email.**

Closing date for receipt of applications is **4:00 pm on Thursday 10<sup>th</sup> July 2025** via email to [jobs@leirimcoco.ie](mailto:jobs@leirimcoco.ie). Applications received after this date and time will not be considered.

Please quote '**Community Safety Coordinator Application**' followed by your name in the subject line of the email.

**Candidates will receive an automatic acknowledgement when they submit their application form to the above email. You should check your Spam/Junk Folders in the event that you do not receive this acknowledgement. The onus is on the candidate to ensure that their application has been received and acknowledged.**

The responsibility rests with the applicant to ensure that their application form is **received** by the Human Resources Department of Leitrim County Council on time as outlined above. Candidates should ensure that they give themselves sufficient time to allow for any unforeseen circumstances which may arise and which may impact on their application form not being **received** on time.

**NOTES:** 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 applicants favour any employee 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.

**Leitrim County Council is an equal opportunities employer.**