



Comhairle Cathrach Chorcaí  
Cork City Council

## **Job Specification**

**Senior, Environmental and Economic  
Programme (SEEP Co-ordinator)**

**12-Month Fixed Term Contract**

**Senior Staff Officer (Grade VI)  
Cork City Council**

**Closing Date:**

**4pm, Friday 17<sup>th</sup> July 2026**

To be read in conjunction with

**[Our Candidate Information Booklet](#)**

## BACKGROUND

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Located on Ireland's scenic south coast, Cork City is the country's second-largest urban centre and home to over 224,000 people. Since the 2019 boundary extension, Cork has entered a new phase of ambitious growth and development, with its population projected to reach 335,000 by 2040. Backed by over €2.5 billion in investment, this expansion is focused on sustainable, infrastructure-led growth-enhancing housing, transport, public amenities and cultural services across the city.

Cork City Council is a large urban local authority with 1,675 employees operating across more than 40 locations. The Council is made up of 31 elected members who represent five wards across the city and play a vital role in shaping local policy, decision-making and strategic priorities. The Council has an annual revenue budget of approximately €362 million for 2026 and delivers a broad range of public services including housing, planning, transport, libraries, parks and recreation, community development, culture and placemaking. Internal services include Finance, ICT, Human Resources, Legal Affairs, and Corporate Affairs.

Our work is guided by the Corporate Plan 2024 – 2029, which sets out a clear vision and values for Cork's future – placing sustainability, innovation, service excellence, and community wellbeing at the heart of everything we do. Cork's international recognition as a UNESCO Learning City, a WHO Healthy City and one of the EU's Climate-Neutral and Smart Cities reflects the city's ambition and global outlook.

Cork City Council is committed to delivering high-quality public services by working collaboratively with strategic partners, businesses, communities and neighbourhoods. Together, we are shaping a city that continues to thrive as a vibrant place to live, study, visit, and work.

We are now seeking applications from individuals who are passionate about public service and eager to contribute to Cork's ongoing transformation. If you bring relevant experience, a commitment to service excellence, and a forward-thinking approach to innovation and customer focus – we want to hear from you. Our people are committed to our values of public service, integrity, respect, a people centred approach, responsibility, and ambition. The successful candidate will have the opportunity to play a meaningful role in shaping the city's future, driving impact and supporting Cork's continued growth and success.

The Corporate Plan can be viewed here: [Cork City Council Corporate Plan 2024–2029](#)

# Vision, Mission, & Values

## Our Vision

### Make Cork City Better

## Our Values

### Public Service

Provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



### Integrity

We act honestly, openly and fairly in all our dealings.



### Respect

We treat all people with respect



### People Centred

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement.



### Responsible

We are accountable and transparent and act responsibly in our dealings and decision making.



### Ambitious

We work to attract investment to the City



## Our Mission

**People** – A City of Welcomes where a Public Service ethos is at the core of how we do business.

**Place** – An Ambitious, Vibrant, and Sustainable City ready for the future while continuing to deliver high quality services every day.

**Prosperity** – A Vibrant City of Neighbourhoods, Communities and Businesses working together to deliver on our economic and cultural potential.



The Social, Environmental and Economic Programme (SEEP) Coordinator will play a key role in progressing social inclusion, community development, and regeneration outcomes within the North-West Quarter Regeneration Area, including Knocknaheeny and the wider Cork North-West area.

Working within the Community Section, the successful candidate will coordinate and deliver SEEP initiatives, support programme development, and strengthen engagement between Cork City Council, community organisations, and external stakeholders.

The role requires energy, initiative, and the ability to work collaboratively to deliver targeted interventions that respond to identified community needs and contribute to the objectives of the Cork City Local Economic and Community Plan (LECP 2024 - 2029).

## **DUTIES**

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### **The key duties will include:**

- Co-ordinating and progressing the delivery of SEEP initiatives within the North-West Quarter Regeneration Area, ensuring alignment with Cork City Council priorities and regeneration objectives.
- Working with community organisations, delivery partners and statutory agencies to support the implementation of SEEP-funded projects and maximise their impact at local level.
- Supporting the development and rollout of SEEP Programme working across Community and Housing Directorates to ensure effective uptake and delivery.
- Monitoring and evaluating SEEP-funded activities, supporting an evidence-based approach to programme development and continuous improvement.
- Promoting community participation and supporting local capacity building to enable meaningful engagement with SEEP initiatives.
- Engaging in outreach work, including door-to-door and street-level engagement, to assess local needs, build relationships, and empower individuals and communities to participate in community planning and decision-making structures.
- Facilitating and supporting the Northside Network in Knocknaheeny, including organising meetings, preparing agendas and ensuring follow-up on agreed actions.
- Contributing to cross-directorate initiatives, including the 'GreenInCities' EU Programme, supporting integrated, place-based delivery of biodiversity through co-creation in Knocknaheeny and Hollyhill, as well as the contributing and innovating through any other future funding opportunities both at national, and EU level.
- Linking and working collaboratively across relevant Cork City Council sections, including the Local Area Integration Team, Health, Social Inclusion, Regeneration team, and Area Housing teams, to support coordinated and effective service delivery.

- Acting as a key link between Cork City Council, community groups and external agencies, supporting a coordinated and collaborative approach to service delivery.
- Supporting the implementation of social inclusion and community development objectives set out in the Cork City Local Economic and Community Plan (LECP).
- Preparing reports, briefings and updates for senior management, including financial updates, ensuring clear communication of programme progress and outcomes.
- Ensuring compliance with Cork City Council procedures, governance requirements and funding conditions.
- Carrying out such other duties as may be assigned from time to time.

***The above specification is not intended to be a comprehensive list of all duties involved. The post holder may be required to perform other duties appropriate to the role and to contribute to the ongoing development of the post as required.***

## QUALIFICATIONS FOR THE POST

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### **Character**

Candidates shall be of good character.

### **Health**

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

### **Education, Experience, etc.,**

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

- A relevant qualification (QQI Level 6 or above).
- A minimum of 3 years' experience working with communities.
- Have excellent communication skills, analytical and problem-solving skills.
- An enthusiasm for working with people.
- An ability to build and develop positive relationships with others internally and externally to achieve goals.
- Ability to engage and work sensitively, and in an empowering way.
- Ability to work effectively as part of a team as well as ability to work alone and on own initiative.
- Excellent interpersonal skills, including negotiation skills.
- Ability to maintain professional and personal boundaries.
- Professional level of communication and literacy: verbal, written and computer IT skills.

### **Driving Licence**

Holders of the office will be required to drive a vehicle in the course of their duties and must therefore hold a **full, current Class B driving licence**, free from disqualification.

### **Desirable Skills**

The key competencies for this post are as follows. Candidates will be expected to demonstrate sufficient evidence of competence under each of these within their application form. Applicants should take particular note of these requirements, as shortlisting and interview processes will be based on the information provided.

- Delivering Quality Work and Services
- Maintaining Positive Working Relationships
- Identifying Problems and Contributing to Solutions

Please refer to the Competency Framework on page 8 for further information.

In addition, candidates should demonstrate an understanding of housing and the regeneration programme in the North-West Quarter of Cork City.

### **Additional Candidate Requirements**

The ideal candidate will also demonstrate the following:

- A commitment to anti-racism, social inclusion, and equity.
- A non-judgemental approach in all aspects of their work.
- Commitment to working using a strengths-based, capacity-building approach.
- Resilience, flexibility, and adaptability.
- An openness to learning and continuous professional development.
- Motivation to develop and facilitate groups in community-based settings.
- The ability to identify community priorities and challenges.
- Experience in the planning and delivery of community events, programmes, and/or workshops.

### **Reporting Relationships**

The post-holder will report to the SEEP Manager and RAPID Coordinator (North-West).

The role will involve close working relationships with the Community Section, Housing and Regeneration Directorates, and other Cork City Council departments, as well as regular engagement with community organisations and external stakeholders.

## COMPETENCY FRAMEWORK

Candidates are expected to demonstrate, in their application form and at interview (if shortlisted), that they possess these competencies through the skills and experience they have acquired to date.

### **Delivering Quality Work and Services**

Develops and maintains high standards of service delivery in accordance with operational plans.

- Demonstrates a strong customer service ethos and is an example to both internal and external customers.
- Takes pride in the quality of service delivered and constantly seeks to improve it.
- Immediately reports to his or her supervisor where there is a problem with service quality.
- Undertakes training as required to continuously improve quality work output.
- Contributes ideas and suggestions as to how service activities can be improved.

### **Maintaining Positive Working Relationships**

Relates well to others and maintains positive working relationships.

- Works in an open and collaborative way with others.
- Addresses conflict or dissatisfaction in a constructive manner.
- Behaves appropriately when in conflict situations.
- Is proactive in providing help or support to fellow employees and is open to the perspective of others when acting to resolve conflict.
- Use diplomacy and tact to facilitate working relationships with dissatisfied staff or customers.

### **Identifying Problems and Contributing to Solutions**

Evaluates issues and situations in a logical and objective manner in order to arrive at effective solutions.

- Identifies problems or issues at an early point and takes action to address them.
- Makes decisions in a timely, clear and well-informed way.
- Analyses issues in a logical and rational manner taking into account all relevant information, policies and procedures including legislation.
- Addresses issues logically and on a step-by-step basis.
- Knows the limits of his/her decision-making authority and knows when to refer issues on for consultation or decision

### **Salary**

The salary scale for the post is:

€58,474 - €59,869 - €61,570 - €64,767 - €66,677 - €69,051 (LSI 1) - €71,437 (LSI 2)

**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 at the minimum point.**

### **Hours of Duty**

- The standard working week is **35 hours per week**. The role may, on occasion, require evening or weekend work.
- Holders of the post may be required to attend for duty at any time, in accordance with arrangements made by the local authority. The Council reserves the right to alter hours of work from time to time.
- All hours worked will be subject to the provisions of the **Organisation of Working Time Act, 1997** and the **Organisation of Working Time (Regulations) Act, 2001**.

### **Garda Vetting**

This post may come within the scope of the **Local Authorities Garda Vetting Scheme**. Further information is available in our [Candidate Information Booklet](#), which provides details on vetting requirements, the format of the competition, the principal conditions of service, and data protection under the **General Data Protection Regulation (GDPR)**.

### **Equality, Diversity & Inclusion**

Cork City Council is an **equal opportunities employer**. We welcome and encourage applications from suitably qualified candidates, regardless of gender, age, civil or family status, sexual orientation, gender identity, disability, race, ethnic origin, membership of the Traveller community, religion, or belief.

### **Closing Date**

The deadline for receipt of applications is **4:00pm on Friday 17<sup>th</sup> July 2026**.