

Teach Tearmainn: Refuge Coordinator **(<https://www.activelink.ie/node/115233>)**



Job Title: Refuge Coordinator

Reporting to: Head of Services

Direct Reports: Refuge & Helpline Support Team

Place of Work: Kildare Town primarily (and Naas)

Working Hours: 37.5 hours per week Monday to Friday, 9am-5:30pm (on-call duty is required as part of this role, Payment for this is separate to the core salary)

Purpose of the Role

Teach Tearmainn's Refuge is a 24/7, 365 emergency refuge for women and child victims of domestic abuse providing accommodation, support and advocacy.

As the Refuge Service Coordinator, you will be a key member of the Teach Tearmainn Services Management Team, reporting to the Head of Services. You will be responsible for the day-to-day operations of the refuge, safe home and helpline service, overseeing case management and line managing the Refuge and Helpline support team

Person Profile

This role requires an exceptional individual who wants to make a difference. You will have proven experience of motivating staff as well as strong interpersonal and demonstrable management and coordination skills. The post holder must be passionate about providing the highest levels of support services to women and children who have experienced domestic violence and abuse and must have an excellent knowledge of domestic violence issues and experience of working in gender equality, a domestic violence service or another relevant setting.

Organisational Background

Teach Tearmainn is a non-profit organisation with charitable status dedicated to serving women, with or without children, who are in or have experienced domestic abuse. Teach Tearmainn is the only specialised dedicated service working to address the issue of domestic violence and abuse in County Kildare,.

Teach Tearmainn's services are free of charge, confidential and based on an empowerment model, where support and information are provided to empower women to make their own decisions for themselves and their children. Teach Tearmainn works to help women make informed decisions around their safety and emotional wellbeing and that of their families.

Teach Tearmainn's refuge was opened in 2014 and has 4 self-contained apartments

providing crisis care accommodation to women and children fleeing domestic violence and abuse. The Safe Homes Service was opened In 2022. We currently have 2 Safe Homes located in the community that provide short term accommodation to women and children who have experienced domestic violence and abuse. The Refuge and Safe Home service is a core element of the work of the organisation. Teach Tearmainn's Refuge also provides support to women via helpline, which is also operated from the refuge, 24 hours a day, 7 days a week.

Role Summary

- The Refuge Coordinator will be responsible for coordinating the day-to-day operations of Teach Tearmainn's Refuge, Safe Homes and Helpline Service. The Refuge Coordinator will play a key role in leading staff and driving standards for the delivery of high-quality domestic abuse interventions and supports.
- The Refuge Coordinator will be responsible for ensuring that the needs of clients are central to the work in the refuge, helpline and safe home service and in line with sectoral best practice standards. Teach Tearmainn, as part of its strategic plan intends to grow and expand our accommodation services, including refuge in the coming years. It will be the responsibility of the Refuge Coordinator to oversee the ongoing day to day management of its services in our current offering as well as into the future.
- The Refuge Coordinator is a member of the Management Team reporting to the Head of Services. The management team which is being developed will provide strategic leadership and management oversight to safeguard quality service delivery and support to women and children who are experiencing domestic violence and abuse.
- The Refuge Coordinator will have responsibility for coordinating the on-call service (emergency response to the Refuge Team) and is required to be a member of the On Call Team. This means you will be on a roster to be on call outside of office hours two weeks out of every four weeks.

Please see Job Description and Person Specification attached below.

Application Process

To apply, please send your CV and a cover letter outlining your suitability for the role. **Closing date for applications is Friday 23rd of May 2025**

- **Email** recruitment@teachtearmainn.ie (<mailto:recruitment@teachtearmainn.ie>)
- **Website** www.teachtearmainn.ie (<http://www.teachtearmainn.ie>)

***This position is offered subject to Garda Vetting.
Only shortlisted candidates will be contacted***

Region
Co Kildare

Date Entered/Updated
23rd Apr, 2025

Expiry Date
23rd May, 2025

Attachment	Size
Refuge Coordinator.pdf	199.1 KB

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