

Exchange House Ireland: Project Worker (Part Time) - Community Development (<https://www.activelink.ie/node/115538>)



Exchange House Ireland, Traveller Mediation Service and Traveller Counselling Service now wishes to recruit a

Project Worker (Community Development)

12-Month Contract – Part-time

Outline of the position

The aim of this role is to work with an established steering group with its programme of work focused on addressing inter-family conflict in the Traveller community.

Please see section “Project background” attached in JD below for further information.

Reporting to

- Family Support and Crisis Intervention Services Manager, Exchange House Ireland.

Main duties

- Communication with the funders (submission of reports/updates for example), being the primary contact with funders (regarding budget/funding updates for example), ensuring steering group is fully updated.
- Liaising with research report author to develop script for research dissemination project.
- Liaising with graphic artist to develop video, audio, resources etc. for the accessible dissemination of research project.
- Roll-out of dissemination of research project across all regions.
- Planning for regional meetings in 2025.
- Planning for stakeholder meetings x2 in 2025.
- Develop package of support for groups after initial regional meeting is held.
- Be a primary contact/support for local organisations (managers/key staff) to troubleshoot challenges/discuss topics/plan sessions/ connect in to relevant supports.
- These duties are not exhaustive and may be added to dependent on the nature of the role as it evolves.

Record Keeping

- To adhere to the service’s system of record keeping in relation to clients, work records, statistics etc.
- To furnish line manager and CEO with records, statistics as required.
- To provide written reports to line manager or CEO when required.

Other Duties

- Any other duties as requested by the CEO or Board of Directors.

Person Specification

Qualifications

- Qualification, or equivalent, in the areas of community development, or social sciences, social care or equivalent experience.

Experience in the following is essential

- Previous experience of working with the Traveller community and an excellent understanding of the issues impacting the community.
- Experience of community development work.
- Excellent interpersonal and networking skills and the ability to develop good working relationships.

Experience in the following is desirable

- Effective communication skills.
- Ability to plan and prioritise own work and work to deadlines.
- Ability to write reports.

Job Specific Competencies and Knowledge

- Ability to work as part of a team and on own initiative.
- Ability to motivate individuals and groups to participate.
- Ability to keep accurate records of work completed.
- Have good interpersonal skills.
- Have good time management skills.
- Have an ability to work flexibly and with others.
- Commitment to equality and anti-racist practice.

Terms and Conditions

Based in

- Exchange House Ireland's offices on Great Strand Street, Dublin 1, D01 WC97
- Outreach and national travel will be a part of this work and as such, access to a car is desirable with full clean license, current NCT, tax and insurance which covers the vehicle for work purposes.

Hours of work

- 20 hours net per week.
- Some flexibility may be required on occasion in relation to working hours and travelling.
- Opportunity for hybrid working at manager's discretion.

Salary:

- The salary will be €26,248 (aligned to the HSE's Social Care Workers scale [Oct. 2023]) commensurate with qualifications and experience.

How to apply

If you feel you are a good fit for Exchange House Ireland and would enjoy working with us, please send your application to info@exchangehouse.ie (mailto:info@exchangehouse.ie) with the subject line '**Project Worker (Community Development) Application**'.

- Your application must include a cover letter and up-to-date CV combined and sent in one document
- Please keep your cover letter to a maximum of one page. In your cover letter, include:
- Why you feel you are a good fit for this role with Exchange House Ireland; and
- Details of your relevant experience.

For more information, please visit [exchangehouse.ie](https://www.exchangehouse.ie) or call the Personnel Department on **01 872 1094** (Tel:018721094)

Closing date for receipt of applications is **5pm, Friday May 30th 2025.**

This position is supported with funding from the Dormant Accounts Fund and Department of Children, Equality, Disability, Integration and Youth.



Region

Dublin 1

Date Entered/Updated

9th May, 2025

Expiry Date

30th May, 2025

Attachment

Size

TTCI_Project Manager_Job Spec_May 2025.docx	135.14 KB
---	--------------

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/115538-exchange-house-ireland-project-worker-part-time-community-development>