

## **Depaul: Project Group Manager - Homeless Services, Dublin** **(<https://www.activelink.ie/node/115990>)**



### **Project Group Manager - Homeless Services**

#### **Cosan Nua West - Dublin**

**Role:** Project Group Manager

**Reporting to:** Lead Project Group Manager / Senior Services Manager

**Location:** Dublin or anywhere in Republic of Ireland (Travel expected)

**Duration:** 6 months FTC

**Hours:** 35 Hours / Week

**Compensation:** €58,295.32 / Year

#### **Scope of Responsibility**

Depaul is a values-led organisation working with a number of services throughout the Republic of Ireland and Northern Ireland. This role will oversee the line management of a number Depaul services in Dublin and regions and provide support and supervision to the Local Management Team in these services. The post holder will report directly to our Lead Project Group Manager for the region. This role offers a fantastic opportunity to provide leadership and support to our organisation's services in Dublin and regions.

#### **Key Areas of Responsibility**

##### **MAIN TASKS AND RESPONSIBILITIES**

- Ensure a healthy local management team is maintained in each project

##### **OVERARCHING SERVICE DEVELOPMENT AND MANAGEMENT**

- To fully participate in the Service Department Team responsibilities including attending SDT meetings, contributing to strategic planning, year planning, internal audits, etc.
- Assist projects in establishing targets and objectives and to do this in conjunction with the senior service team.
- Carry out project appraisals and report findings to the senior service teams

##### **FINANCE**

- Responsible for the financial expenditure and budgets of project within post

##### **LIAISON AND REPRESENTATION**

- Represent Depaul externally with a wide range of other voluntary agencies, statutory partners and other funders as agreed with the Senior Services Manager

## GENERAL

- Participate in the 24/7 on-call rota
- Ensure that all Depaul policies and procedures are being adhered to
- Participate in regular supervision and annual appraisal of staff and self
- Undertake any other duties that may be required which are commensurate with the role

The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.

## Person Requirements

### QUALIFICATIONS

- Degree and professional management and social work qualification

### EXPERIENCE

- At least 3 years' managing a department or service within an organisation. The experience must include responsibility for the management of staff, budgets and strong external agency communication and relationship building

### KNOWLEDGE SKILLS AND ABILITIES

- Experience in managing a staff team
- Experience in staff supervision
- Knowledge of performance management
- Qualities of leadership, evidenced through a track record of successfully motivating staff, ideally through a difficult period of start-up or change
- Ability to set goals, review outcomes and change priorities in line with innovation and ability to think strategically
- Ability to communicate effectively both verbally and in writing and to produce clear written reports and letters on complex issues
- Possess computer literacy
- Ability to work within and develop Quality Standards within homeless services

### ATTITUDE

- Commitment to consultative ways of working
- Commitment to meeting the needs of excluded and marginalised people and providing a high standard of service
- Respect for the values and ethos of the organisation
- Commitment to low threshold and harm reduction work
- Proficient use of IT required in role, including email in a professional capacity.

## Notes

While the line manager is specified above, this does not preclude higher level grades from directing or reviewing work or setting dotted line collaborative working relationships between same or different level positions.

All tasks should be completed in an accurate manner and supported by a clear electronic and hard copy filing system.

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#### Region

Dublin / Nationwide

#### Date Entered/Updated

3rd Jun, 2025

**Expiry Date**  
3rd Aug, 2025

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