

Job description for part-time Development Worker at Quarryvale Family Resource Centre

Employer: Quarryvale Family Resource Centre.
Post: Development Worker.
Responsible to: The Centre Manager.
Hours: 20 hours/week, excluding break.
Usual working hours Monday-Friday between 9 a.m. and 5 p.m. but may also involve regular evening and occasional weekend work.

Overall purpose of job

To work with the Voluntary Board of Directors, Manager and other staff to achieve the aims and objectives of the centre. To work with and develop further links with the centre's target groups. To resource and develop the work of the centre.

Information

The Quarryvale Family Resource Centre is in North Clondalkin, near Liffey Valley. The centre opened in 2001, and its activities are developing on an on-going basis. There is a full-time community childcare service; an information and advocacy service; a community allotment; adult education and adult community courses and activities; parenting and family supports; mental health services and programmes; after-school programmes etc.

There are 10 staff in the centre, and we have close working relationships with the other agencies and groups in the local area.

The post of development worker is funded by Tusla under the Family and Community Services Resource Centre and is subject to funding continuing.

There will be a six-month probationary period and the position is subject to Garda vetting and references.

Main areas of work

- Identify community issues and needs and propose and develop responses.
- Build the capacity and empower the local community to encourage their participation and ownership of the centre and programmes offered, including by supporting volunteering.
- Develop, support and facilitate community-based programmes, resources and activities and promote them in the area.
- Develop, support and facilitate new and existing groups in the area.

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- Where appropriate, work in collaboration with colleagues, e.g. the Family Support worker and the Childcare Room Leader.
- Help to raise public awareness on issues relevant to the community.
- Network with relevant organisations locally, regionally and nationally.
- Undertake development work and outreach in the area as feasible.
- Source funding for activities, services and programmes and provide required reports to these funders in collaboration with colleagues.
- Evaluate and monitor supports, services and programmes on an ongoing basis.
- Prepare regular reports as requested by the Manager and the Voluntary Board of Directors.
- Participate at regular strategic review and planning meetings and work with the Manager, colleagues and the Voluntary Board of Directors to develop and agree strategies.
- Any other tasks to further develop the work of the centre as agreed with the Manager and Voluntary Board of Directors.

Person specification

- Relevant third level qualification, e.g. in Community Development.
- Minimum three years' experience of relevant work.
- Knowledge of community development principles and practice.
- Knowledge of and ability to work with local authority, community, voluntary and statutory sectors.
- Experience of setting up and developing projects from start, sourcing funding, evaluate programmes, and write reports.
- Experience of working with people in areas of social and economic disadvantage.
- Proficient in IT.
- Good communication and interpersonal skills.
- Energetic, enthusiastic and pro-active.

****This description has been designed to indicate the general nature of and the criteria required to perform this function.***

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