

**Job Title: Project Coordinator**

**Overall Purpose of the Job:** To work with the Voluntary Board of Directors to co-ordinate the work of the centre, implement a 3 Year Strategic Plan and ensure the continued development of the centre.

**Key Areas of Work**

**Supports and Services**

To:

* Ensure that the work of the Centre is located within a community-based model of family support.
* Promote the centrality of community development in informing the approach that underpins the work of the Centre.
* Comply with the National Service Delivery Framework (NSDF) of Tusla—Child and Family Agency.
* Contribute to Tusla’s area-based approach to prevention, partnership and family support.
* Participate as required in national practice models, including Meitheal, to ensure that the needs and strengths of children and their families are effectively identified, understood and responded to in a timely way.
* Liaise with the appropriate statutory and voluntary agencies to ensure a co-ordinated, multi-disciplinary and multi-agency framework for the delivery of supports and services locally.
* Facilitate the provision of an information and advice service to local families and individuals, including coordinating community events.
* Support the development of community led initiatives that support family and individual well-being.

**Project Co-ordination**

To:

* Raise the profile of the Centre and promote local involvement in it.
* Co-ordinate the work of the Centre in consultation with the Voluntary Board of Directors, working groups, staff members and others as deemed necessary.
* Support the Voluntary Board of Directors to manage the Centre effectively and work with them to implement appropriate policies and procedures to ensure best practice and accountability.
* Ensure that the work of the Centre planned, reviewed and evaluated.
* Identify funding sources, make applications and liaise with the relevant funding agencies.
* Present monthly work / progress reports to the Voluntary Board of Directors and others as deemed necessary.
* Oversee the financial management of the Organisation with the Voluntary Board of Directors.
* Manage the day to day operation of the Centre.
* Support and supervise core funded and non-core funded staff as well as workers on work placement programmes and promote a team ethos within the Centre. Ensure that timesheets and other relevant personnel records are kept updated.
* Work with the Voluntary Board of Directors, staff and volunteers to access appropriate training and development opportunities in response to the identified needs of all members of the Centre.
* Ensure that a child protection policy, with associated procedures, is implemented and act as the *Designated Liaison Person* for the Centre.
* Carry out any additional tasks that may be deemed necessary by the Voluntary Board of Directors for the effective co-ordination of the Centre.

**Other Relevant Information**

**Hours of Work**

* The post will be full time – 35 hours per week.
* The hours of work will be 9.00 to 13.00 hrs and 14.00 to 17.00 hrs, Monday to Friday. The Co-ordinator will be expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.
* The contract will be permanent subject to continued funding by Tusla—Child and Family Agency.
* A ten-month probation period will apply.

**Accountability**

The Project Coordinator will report and be responsible to the Voluntary Board of Directors.

**Salary**

The salary will be commensurate with qualifications and experience and will not be less than €42,666 per annum.

**Pension**

Following successful completion of probation period, the company will make a provision for pension, at the rate of double your contribution and subject to a maximum of 10% of the gross salary, subject to funding by Tusla.

**Confidentiality**

The Project Co-ordinator will be expected to observe confidentiality at all times in relation to the business of the Family Resource Centre.

**Holidays**

Twenty-five days per annum plus public holidays.

**Garda Vetting**

The position is subject to the completion of a satisfactory Garda Vetting process.

***Person Specification***

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| **Job Title:** | Project Coordinator | | |
| **Name of Employer:** | Kenmare Family Resource Centre | | |
|  | This Person Specification is a description of the relevant skills, experience and qualifications that are required for the position of Co-ordinator | | |
| Essential | |  | Desirable | |
| * A relevant third level qualification- Minimum level 7 (for example, Family Support Practice or Community Development, Community Sector Management). * A minimum of 3 years’ recent experience, post qualification, of working in:   Community sector project management.  Community Development  Family support in a community-based setting.   * Familiarity with *Children First National Guidance for the Protection and Welfare of Children* (2011). * Familiarity of the safeguarding of vulnerable adults. * Experience of managing, supervising and supporting staff. * Experience of Financial Management (to include accessing funds). * Excellent report writing, communication and presentation skills. * Experience of implementing a governance framework informed by best practice. * Experience of working collaboratively at an inter-agency level. * Experience of Strategic and Operational Planning. * Access to own transport with full driving license. | |  | * Knowledge / Understanding of the Meitheal National Practice Model. * Experience of working with a Voluntary Board of Directors. | |