



MILLENNIUM FAMILY RESOURCE CENTRE
Supporting Families ~ Empowering Communities

Glengoole, Thurles, County Tipperary.

Phone: (052) 9157992

Web: www.mfrc.ie

Funded by the Child and Family Agency

**JOB DESCRIPTION AND SPECIFICATION FOR THE POST OF FAMILY
SUPPORT AND DEVELOPMENT WORKER (Maternity Cover)**

CONTRACT:	Full time/Temporary Contract to Cover Maternity Leave – 35 Hours per week (July to Dec. 2025)
SALARY:	€37,145.00 - €39,152.00 (commensurate with experience)
ANNUAL LEAVE:	25 Days Per Calendar Year

OVERALL PURPOSE OF THE POST:

To support and work in close collaboration with the Manager and staff team to implement the overall aims and objectives of the organization strategic plan. To work with specific target groups, individuals, families, and children to respond to their needs and issues within a community context. To develop and establish specific programmes of support for Parents and individuals that will further develop their capacity, skills, and resilience. To work closely with relevant agencies, organisations and service providers.

KEY AREAS OF WORK:

FAMILY SUPPORT:

- Identify family support needs in the Slieveardagh area of South Tipperary.
- Provide one to one and group support for parents and families in the Slieveardagh area of South Tipperary.
- Work closely with family support structures and other agencies/practitioners in the area to provide a strategic response to family support needs.
- Work with parents and families to engage in Family Support initiatives at local level.
- Provide information, direction and referrals to other services.
- Undertake training in Parenting Programme as necessary and facilitate Parenting Programmes.

COMPANY NUMBER: 332547 CHY 14619 CRA 20048167

DIRECTORS: Sinead Brennan; Patricia Wall, Paddy O'Reilly, Teresa McGarry, Clíodhna Breen, Noel Harding, Philip McCormack, James O'Dwyer, Andrew Ryan.

FAMILY SUPPORT WITHIN A COMMUNITY CONTEXT:

- To further develop a wide range of supports for the local community based on identified needs.
- To undertake outreach and raise the profile of the services provided within the organization.
- Facilitate and support the organization to implement community -based education and training opportunities.
- To undertake targeted one to one support with individuals, families and children where relevant.
- Make applications for funding to support the development of programmes, activities and projects.
- Out of hours working may be required from time to time to facilitate engagement.

WORKING AS PART OF A TEAM:

- Undertake regular support and supervision meetings with the Project Manager.
- Attend monthly staff team meetings.
- Prepare monthly written reports for the Project Manager and for funders where relevant.
- Build good and positive working relationships with all staff members of the organization.
- Promote and engage in positive working relationships with external agencies and networks.
- To work at all times from community development and family support practices and principles.

TRAINING AND DEVELOPMENT:

- You will be required to participate in training deemed relevant by the Project Manager. This will enhance the delivery of relevant programmes to parents, children and the local community.
- To identify community- based education and training opportunities for members of the community, families and individuals.

ADMINISTRATION:

- Keep relevant and appropriate files within the GDPR policies and procedures.
- Make relevant reports both written and verbal to the Voluntary board of management.
- Maintain own data base system and good filing system.
- Always maintain confidentiality of the work.
- Undertake any additional work deemed relevant by the Project Manager and Board of Management.

COMPANY NUMBER: 332547 CHY 14619 CRA 20048167

DIRECTORS: Sinead Brennan; Patricia Wall, Paddy O'Reilly, Teresa McGarry, Clíodhna Breen, Noel Harding, Philip McCormack, James O'Dwyer, Andrew Ryan.

JOB SPECIFICATION.

EDUCATION AND TRAINING

- Recognised third level qualification (minimum Level 8 Honours Degree) in Community Development, Family Support, Social care or similar.
- Have undertaken other training e.g. Parenting programmes, special needs training or similar.
- Children's First, Meitheal and other National Models of family support training and any other training deemed relevant to the role.

EXPERIENCE AND KNOWLEDGE

- Minimum 3 years' experience of working with communities and families.
- Have relevant experience of working within a community context with disadvantaged groups and individuals.
- Have good experience of facilitating groups.
- Have appropriate level of knowledge of the Family Resource Centre Programme, TUSLA and PPFS (Prevention, Partnership and Family Support).
- Have participated in the Meitheal Process as lead practitioner and/or Chair.

SKILLS AND ABILITIES

- Good computer skills, word processing
- Facilitation skills
- Excellent communication skills both verbal and written
- Full Driver's License and own car essential.
- Ability to work with individuals and families with complex needs.
- Excellent Listening skills
- Excellent planning and organizational skills

VALUES

- Confidentiality essential.
- Be non-judgemental
- Person centred and trauma informed approach to the work
- Anti-discrimination and anti-racist values
- Equality, diversity and inclusion values

COMPANY NUMBER: 332547 CHY 14619 CRA 20048167

DIRECTORS: Sinead Brennan; Patricia Wall, Paddy O'Reilly, Teresa McGarry, Clíodhna Breen, Noel Harding, Philip McCormack, James O'Dwyer, Andrew Ryan.