

**Task Force Co-ordinator: Job Description**

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| **Overall purpose of the job**To promote, support and lead collaboration between all relevant organisations in tackling the causes and consequences of substance misuse in the Canal Communities area, and in implementing the *Strategic Plan 2023-2026* of the Canal Communities Local Drug and Alcohol Task Force. Adopting a community development approach, the Co-ordinator will play a pivotal role in driving the work of the Task Force and will manage its day-to-day operation. |
| **Reporting arrangements**The Co-ordinator will be responsible to, and guided by, the Board of the Canal Communities Regional Addiction Service Company Limited by Guarantee (CCRAS CLG), the legal entity through which the Task Force operates. She/he will report to the Chairperson on an on-going basis. The Co-ordinator will be required to attend all meetings of the Board and of the Task Force, and will submit a monthly written report for these meetings. (Please note that the Chairperson of the Task Force is also always Chairperson of the Board of CCRAS CLG.) |
| **Main duties and responsibilities** |
| 1. To work with key stakeholders to highlight and respond to the causes and consequences of substance misuse and addiction in the Canal Communities area.
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| 1. To highlight drug harms and policy harms and work to develop more sustainable policy responses to drug and alcohol misuse locally and nationally.
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| 1. To adopt and promote a community development approach in tackling the causes and consequences of drug and alcohol misuse, and to advocate alongside, and on behalf of, local communities.
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| 1. To facilitate multi-sectoral collaboration and inter-agency working at local and national level, building positive and productive relationships with all stakeholders, and promoting joint analysis, planning, action and evaluation.
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| 1. To promote and support the participation of the community, including current and former service users, affected family members and members of minority groups, in the activities of the Task Force and in all relevant decision-making fora.
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| 1. To assist the Task Force, the CCRAS CLG Board and its Chairperson in providing governance, leadership, guidance, and management for the work of the Task Force.
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| 1. To work with project promoters and other stakeholders to plan, review, and evaluate the impact of funded actions based on agreed outcomes in the Strategic Plan of the Task Force and in line with the National Drugs and Alcohol Strategy.
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| 1. To organise, participate in, and report to monthly meetings of the Canal Communities Local Drug and Alcohol Task Force and of the Board of CCRAS, providing written reports to these meetings.
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| 1. Under the direction of the Board and the Task Force, to lead the development of the Task Force’s strategic and annual plans.
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| 1. To support the Task Force’s development and implementation of appropriate responses to current and emerging trends in substance misuse and related issues, by:
	1. leading the development and operation of a systematic, collaborative and participatory approach to identifying and responding to local needs;
	2. co-ordinating and organising relevant research and the collection of data;
	3. helping to guide new initiatives.
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| 1. To ensure that the Task Force develops and utilises a rigorous, transparent, and service-user-centred system to monitor and evaluate its own work and the work of all relevant local services, and which employs both statistical and qualitative indicators.
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| 1. Under the direction of the Board, to lead the effective management and administration of all the operations of CCRAS CLG, including its financial, funding, staff management, communication, data collection, data protection and IT activities, ensuring that the organisation meets all the reporting, financial and other requirements of relevant legislation, regulatory authorities, funding agencies, governance codes and quality standards.
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| 1. To manage staff and, with the assistance of the Team Leader, to ensure that structures are in place, and operating effectively, to direct, support and supervise staff in performing the actions set out in their logic models.
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| 1. To support and help to develop the work of the Task Force’s Sub-groups and of temporary working/steering groups set up by the Task Force by, where possible and appropriate:
	1. participating in sub-group meetings;
	2. facilitating, chairing or minute-taking at sub-group meetings;
	3. leading the organisation of key sub-group activities.
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| 1. To represent the Task Force at relevant local, regional, and national fora, including the national network of Local Drug and Alcohol Task Force Co-ordinators.
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| 1. To contribute to the establishment and promotion of mechanisms for the monitoring (including financial monitoring) and evaluation of all funded projects in liaison with the agencies designated as channels of funding, ensuring compliance with each funder’s contract requirements, e.g., City of Dublin Youth Service Board, Dept of Justice, HSE.
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| 1. To manage facilities and to be responsible for leasing/contractual arrangements with landlords.
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| 1. To perform other duties as appropriate to the post which may be assigned from time to time by the Board and to contribute to the development of the post while in office.
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| **Confidentiality**In the course of her/his duties, the Co-ordinator will have access to information concerning individuals and families in contact with local services. All such information must be treated in a strictly confidential way, as set out in the relevant policies of CCRAS CLG. |

**Candidate attributes and experience**

**Essential**

* Excellent inter-personal skills
* Experience of, and commitment to, inter-agency collaboration
* Experience in community development work and strong commitment to community participation
* Experience of at least 4 years’ paid work in addiction services, youth work, community development or a related field
* Experience of managing a staff team
* Excellent facilitation skills
* Knowledge of issues relating to substance misuse and of relevant services
* Skills and experience in managing finances
* Level 7 qualification in addiction studies, community work, social sciences, social care, health care or another relevant discipline
* Ability to work on own initiative with drive, creativity and initiative
* Report-writing and IT skills
* Willingness and availability to do occasional evening and weekend work.

**Desirable**

* Experience of paid or unpaid work in the field of substance misuse
* Experience of working for an inter-agency initiative
* Knowledge of the Canal Communities area
* Addiction studies qualification at Level 5 or above (for candidates whose Level 7 qualification is not in addiction studies).

**Note on the Salary**

The annual salary will be €62,566 for a 35-hour week (excluding lunch-breaks). This is the 3rd point on the HSE Clerical Grade VII pay-scale (in effect from 1/3/2025):

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Point** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | LSI |
| **Salary****(€)** | 59,419 | 60,870 | 62,566 | 64,268 | 65,976 | 67,501 | 69,054 | 70,566 | 72,067 | 74,650 | 77,243 |

Due to funding constraints, annual increments cannot currently be guaranteed, although it is hoped that this situation will be rectified shortly.

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