

 **Programme Manager**

**Aim of Youngballymun Programme:**

Youngballymun is part of the national Area-Based Childhood (ABC) programme focused on improving wellbeing and learning outcomes for children. The ABC Programme aims to break the cycle of child poverty in areas where children are most disadvantaged, using evidence based programmes and supporting integrated effective service delivery.

Youngballymun’s vision is that children and families in Ballymun are physically and emotionally healthy and secure and have multiple opportunities to reach their full potential. Youngballymun works collaboratively with our partner organisations to deliver better outcomes for children and families to make this vision a reality.

**Key Responsibilities:**

* Work alongside the Director to support the overall development of the organisation
* Support the development and implementation of the Youngballymun 2026-2031 strategy and operational plan.
* Provide supervision, coaching and support to Youngballymun multidisciplinary programme staff team.
* Provide case management support and oversight to the Infant Mental Health practitioner team and oversee the IMH programme standard operating procedures.
* Deputise for the Director, when the Director is not available
* Develop project reports, research and other descriptive material on the work of Youngballymun.
* Provide quality assurance and service development expertise to the Director and staff team.
* Establish and maintain a data base for the organisation in keeping with the new recording / evaluation process of the ABC Programme – Outcomes Framework
* Oversee the implementation of the ABC Outcomes Framework and identification of appropriate evaluation measures for programmes.
* Timely and effective communications with key stakeholders, funders and policy leaders
* Actively promote and support the engagement of community members to Youngballymun Programmes.

This will be a fixed term contract subject to funding. The remuneration for this post aligns to the Higher Executive Officer Scales: €61,688 - €75,765 (Forsa Salary Scale 2025). The post will be for 4 days per week, pro rata salary.

***The person specifications for this post would include the following:***

**Skills and Experience Required**

**Essential:**

* Recognised third level qualification in Management, Education, and Social Science, Allied Health Professional qualification or equivalent.
* Extensive knowledge, understanding and experience of project management.
* Strategic planning expertise and experience
* Proven service delivery and implementation experience.
* Relevant experience of working with children, young people, families and statutory agencies.
* Experience of case management in teams providing direct support to infants, children and families.
* Experience in providing supervision to staff teams.
* Excellent communication skills, including the ability to interact with a range of stake holders, including community and corporate stakeholders and other individuals /organisations
* Excellent IT skills with high proficiency in Excel, Word, PowerPoint, CRM systems, databases and social media
* Understanding and experience of managing data systems and evaluation processes

**Desirable:**

* Sufficient breadth or depth of practical non-profit co-ordination /management experience
* Knowledge and awareness / understanding of the Irish policy, early intervention and prevention, education, community and charity sectors
* Competence in mixed research methods and data analysis skills are highly desirable.
* Team player with the ability to work in a cross disciplinary, integrated team, sharing roles and responsibilities
* An energetic, confident and pro-active individual with excellent written, verbal and inter-personal communication skills with the ability to work independently and show initiative
* High level of productivity and self-direction with a planned and systematic approach to the organisation of work
* Excellent leadership, administrative and organisational skills

***Note: Interviews will take place on Wednesday 2nd July 2025***

***Please forward all applications to Addie Mc Donald – addie@youngballymun.org***

***For further information, contact Fiona Gallagher, Director– Youngballymun:*** **fiona@youngballymun.org**