



Title: Expression of Interest for Liffey Partnership Panel of Specialist Providers

Location: Liffey Partnership Offices, Dublin 1, 8 and 10

Reporting To: Designate of the CEO

Hourly Rate: €50 per hour

Nature of Contract: Specialist Panel on a Self-Employed basis. Must possess own insurance and professional indemnity.

Role Description

Role purpose – Liffey Partnership is a community-led Local Development company established in 1996 as a response to long-term unemployment and poverty in the Ballyfermot area of Dublin City. Liffey Partnership delivers a variety of programmes aimed at reducing poverty, promoting social inclusion and improving peoples life opportunities and outcomes. As well as working to address economic disadvantage, Liffey Partnership has, over the years, developed a range of other programmes dedicated to community development, supporting children and families, promoting lifelong learning and healthy communities. More information on the organisation, its ethos and values is available at www.liffeypartnership.ie

The Panel of Specialists will work on an assignment basis delivery training, mentoring and facilitation sessions with clients and/or community organisations from a wide range of target groups (including people impacted by poverty, unemployment and/or educational disadvantage) and community organisations such as local community groups and social enterprise. The organisation particularly welcomes expressions of interest from those with expertise in the following areas;

- Training and mentoring for entrepreneurs/start-ups (e.g. start your own business courses) and businesses in the early stages of operation (e.g. financial management, taxation)
- Social Enterprise – sustainable development and growth
- Governance, strategic planning, organisational development and capacity building
- Lobbying/advocacy
- Basic bookkeeping, financial planning, financial management, accountancy
- Tendering, funding and grant applications
- Health and Mental Health Promotion (including WRAP facilitators)
- Parenting Programmes Facilitators
- Qualified teachers to deliver extra tuition in Higher/ Ordinary Level Leaving Certificate English and Mathematics.
- Communications and Conflict Resolution
- Employability and Professional Development
- Workplace Health and Safety (SAFEPASS)

Duties and Responsibilities (Training and Facilitation):

- Preparation of detailed programme plans aligned to the stated objectives and planned outcomes of the training programme/facilitated sessions
- Designing and delivering meaningful lifelong learning sessions aligned to best practice in facilitation and adult education.
- Ensuring all sessions are delivered in an inclusive fashion cognisant of the variety of needs and learning styles of programme participants

- Liaising with colleagues in a variety of Liffey Partnership departments to ensure that participants are signposted to internal and external services and supports relevant to their needs
- Participation in session and programme evaluation ensuring that the participant experience and outcomes are captured effectively with a view to continuous improvement
- Adherence to all relevant Liffey Partnership policies and procedures in particular with regards to confidentiality, safeguarding of children and vulnerable adults and health and safety.

Duties and Responsibilities (Mentoring):

- Conduct preliminary assessments for mentoring clients aligned to the stated objectives of the mentoring assignment. Referrals in the main come from staff of Liffey Partnership who have identified a need for mentoring support from clients of other programmes as part of the Liffey Partnership model of integrated service delivery.
- Conduct one-to-one mentoring and/or mentoring for community boards and committees according to programme requirements
- Keep appropriate notes of mentoring sessions and prepare a final report on the mentoring process clearly demonstrating progress against the agreed objectives and outcomes.

Qualifications - Candidate must on the latest date for receipt of applications: -

- (a) Possess a 3rd level qualification at level 7 or higher on the NFQ framework
- And
- (b) Must have a minimum of 2 years' experience of work in their area of expertise

Knowledge and Expertise.

- Demonstrate a high level of specialist professional knowledge relevant to the role
- Demonstrate a high degree of commitment, professionalism and dedication
- Demonstrate ability to plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of client centred care and value for money
- Demonstrate understanding of and empathy for the challenges facing people in disadvantaged communities aligned to the values of the organisation.
- Knowledge of child and vulnerable adult safeguarding and protection procedures
- Possess strong professional and personal boundaries

Application Process:

Appointment to Panel Appointment onto the panel will be based on documentation received and interview. Closing date for applications by 4pm on August 8th 2025. Proposals received after that time/date will not be considered for the appointment to the panel. Expression of Interest packages should include:

- Detailed cover letter
- CV

Garda Vetting will apply and proof of relevant qualifications will be sought.

Expressions of interest can be emailed to tdunphy@liffeypartnership.ie or posted/hand delivered marked Private and Confidential to Teresa Dunphy, Executive Assistant, Liffey Area Partnership, 4 Drumfinn Park, Ballyfermot, Dublin 10

