**Appendix 1 – Application Pack**

**Explanatory Notes for Candidates**

**Please read these instructions fully before completing Forms A1 and A2**

1. This Job Application Form is designed in such a way that all of your personal details will be outlined on Form **A1** and will be used for administration purposes only. All specific information furnished by you relating to the post on offer will be outlined on Form **A2.**
2. Short listing will be based solely on the information furnished on Form **A2**; therefore, you should ensure that the information given is sufficiently comprehensive and relevant to the post on offer.
3. Read through the Application Form fully and then complete both Forms **A1** (one page) and **A2** (six pages) by typing into appropriate text boxes.
4. Keep a copy of your completed Job Application Form.
5. Applications will only be accepted on the official Job Application Form and should be received by **Friday 29th of August 2025 at 1pm.** Late application will not be considered.
6. Applications will not be accepted by fax or email.
7. A Post Office ‘Certificate of Posting’ must support any allegations of a loss or delay in the post. In the event of such a loss or delay a photocopy of the completed application form and the ‘Certificate of Posting’ must be presented to the correspondence address below within 72 hours of the above closing date and time.
8. Do not forward any cover letter, Curriculum Vitae, Certificates or References with the Application Form.
9. Referees will only be contacted by the Resource Centre with the permission of the candidate.
10. To ensure the integrity of the short listing process, candidates must place their completed Form A1 in a small sealed envelope. Please write A1 on the envelope – no other information should be included on the envelope. This envelope will not be opened until the short listing process has been completed.
11. Return the completed Form A2, along with sealed envelope containing Form A1, to the Recruitment Administrator, Beara West Resource Centre, Main St, Castletownnbere, Co. Cork P75WN88.
12. Canvassing will lead to disqualification from the recruitment process.
13. Information as to the duties, salaries and other terms and conditions of employment in respect of the post currently on offer within Beara WestResource Centre is enclosed for your information.

Additional note:

In addition to this role, we’re currently recruiting for a Family Carer Development Worker. If you’re interested, please visit [www.bearawest.ie](http://www.bearawest.ie) and navigate to our Jobs section.

Candidates are welcome to apply for both roles if they feel they meet the requirements for each.

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| **Beara West Resource Centre**  Main St, Castletownbere, Co. Cork P75WN88 | **Application  Form**  **A1** |

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| **CONFIDENTIAL** | **Reference Number** |

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| APPLICATION FOR POST OF **Support / Development Worker** |

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| **PERSONAL DETAILS** |
| Name: |
| Address: |
| Telephone Contact Number(s): |
| E-mail: |

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| **REFERENCES** | |
| Give details of two referees, including your current or most recent work placement, who would support your application. | |
| In the event of a job offer, would you be willing to give **Beara West** **Resource Centre** your permission to contact the two referees for a reference?  Yes  No | |
| **1. Current or most recent employment (Supervisor or Line Manager)** | |
| Name: | |
| Address: | |
| Email: | Telephone No: |

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| **2. Second Reference** | |
| Name: | |
| Address: | |
| Email: | Telephone No: |

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| **DECLARATION** |
| I certify that the information given in this application is accurate and complete to the best of my knowledge.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Please note that the signing of this application form (forms A1 and A2) indicates that you have read the job description and any other information issued by the Company and that you can comply with the requirements of the post. Any false statements may result in the application being declared invalid. |

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| **Beara West Resource Centre**  Main St, Castletownbere, Co. Cork P75WN88 | **Application  Form**  **A2** |

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| **CONFIDENTIAL** | **Reference Number** |

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| APPLICATION FOR POST OF **Support / Development Worker** |

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| |  |  | | --- | --- | | **EDUCATIONAL DETAILS**  Starting with the most recent, list all Certificates, Diplomas and/or Degrees and specify dates of attainment. Candidates called to interview will be asked to present verification of awards. | | | COURSE TITLE, QQI LEVEL & AWARDING BODY | YEAR COMPLETED | |  |  | |  |  | |  |  | |  |  |  |  |  | | --- | --- | | Starting with the most recent, list other non-accredited and/or relevant courses and specify dates of attainment. Candidates called to interview will be asked to present verification of awards. | | | COURSE TITLE & TRAINING ORGANISATION | YEAR COMPLETED | |  |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | --- | --- | | **MEMBERSHIPS**  List all Professional Bodies, Voluntary and Community Sector Organisations, etc. of which you are or have been a member. If you played a specific role or undertook special responsibility within the organisation, please give details | | | NAME OF PROFESSIONAL BODY, VOLUNTARY &/OR COMMUNITY ORGANISATION, ETC. | YEAR(S) OF MEMBERSHIP | |  |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | --- | --- | | **Name of Current (or Last) Employer:** | | | Indicate the Sector: Community and Voluntary Private Public | | | Date of commencement: | Date of termination: | | Outline reason(s) for leaving (if applicable): | | | Position Title: | | | Specify the type of work:  Paid  Voluntary  Hours per Week: | | | Outline main tasks of the post: | | | 1 | 2 | | 3 | 4 | | 5 | 6 |  |  |  | | --- | --- | | **Name of Previous Employer:** | | | Indicate the Sector: Community and Voluntary Private Public | | | Date of commencement: | Date of termination: | | Outline reason(s) for leaving (if applicable): | | | Position Title: | | | Specify the type of work:  Paid  Voluntary  Hours per Week: | | | Outline main tasks of the post: | | | 1 | 2 | | 3 | 4 | | 5 | 6 |  |  |  | | --- | --- | | **Name of Previous Employer:** | | | Indicate the Sector: Community and Voluntary Private Public | | | Date of commencement: | Date of termination: | | Outline reason(s) for leaving (if applicable): | | | Position Title: | | | Specify the type of work:  Paid  Voluntary  Hours per Week: | | | Outline main tasks of the post: | | | 1 | 2 | | 3 | 4 | | 5 | 6 | |

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| **Name of Previous Employer:** | |
| Indicate the Sector: Community and Voluntary Private Public | |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): | |
| Position Title: | |
| Specify the type of work:  Paid  Voluntary  Hours per Week: | |
| Outline main tasks of the post: | |
| 1 | 2 |
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| **SUITABILITY FOR THE POST:**  Please answer all of the following questions. |

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| Under the headings below please outline your understanding, experience, skills and abilities in relation to the post of Support / Development Worker. In your answer please outline when, and for how many years, you were engaged in the relevant activity. Continue on a separate sheet if necessary. |
| **Delivering family support in a community-based setting** |
| **Linking / networking with voluntary and statutory agencies and organisations** |
| **Planning, developing and delivering programmes, activities and/or services to groups, families or parents/children.** |
| **Providing One-to-one Supports Directly to Parents / Families** |
| **Providing Information to Individuals and Groups** |
| **Handling difficult and sensitive family situations, identifying complex problems and working with families to create support plans to enable positive change.** |
| **Managing a caseload with complex needs.** |
| **Accessing Funding and Fundraising** |
| **Report Writing** |
| **IT & Social Media skills**  **Please outline your competency level with the following applications**  **Word:**  **Limited knowledge □ Extensive knowledge □ Qualification / award □**  **Excel:**  **Limited knowledge □ Extensive knowledge □ Qualification / award □**  **Canva:**  **Limited knowledge □ Extensive knowledge □ Qualification / award □**  **Meta Business Suite:**  **Limited knowledge □ Extensive knowledge □ Qualification / award □**  **Please list other Social Media platforms that you can use:** |
| **Knowledge / Understanding of Tusla’s ‘Meitheal’ National Practice Model**  **Suitability for the post (continued)** |
| **Familiarity with Children First: National Guidance for the Protection and Welfare of Children – Children First Act 2015** |

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| With reference to the Person Specification and Job Description - why do you think that you are particularly suitable for this position? |
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| Have you access to your own transport for work?  Yes  No |
| Can you provide a letter of indemnification from your insurer?  Yes  No |

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| Are there any legal restrictions on your availability to take up employment? If YES please give details. |
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If appointed, when could you commence employment with **Beara West Resource Centre?**

**Job Description for**

**Support / Development Worker**

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| **Job Title** | **Support / Development Worker** |
| **Overall Purpose**  **of the Job:** | * To work in close collaboration with the Co-ordinator and Voluntary Board of Directors to implement the Centre’s aims. * To work in the community to ascertain the needs of the area and to combat social and economic disadvantage. * To provided effective one to one family and individual support to service users * To build confidence and the capacity of individuals, families and groups through the development and support of appropriate programmes and activities. * To provide community-based health and wellbeing and social inclusion activities and programmes.   . |

**Key Areas of Work**

**Community Based Family Support**

* To identify factors leading to disadvantage in the area and work with the Co-ordinator to assess the changing needs of the community
* To support the development of programmes and training for different target groups as identified
* To identify the needs of families and children and address their needs through individual work or as part of a group.
* To provide a one-to-one, non-judgemental, confidential support service to families who require family support in line with the centre’s work-plan.
* Deliver a range of family supports and youth supports in the community in line with the Centre’s Workplan
* Ensure that the family support needs of the community are met; support families to engage in services provided by other local groups and agencies.
* Provide advice, support and guidance to parents to promote positive care and parenting skills through a range of interventions, programmes and support groups.
* Ensure that the work of the Centre is in keeping with the aims and objectives of the Family Resource Centre Programme
* Raise the profile of the Centre
* Provide support and information to individuals and groups that are disadvantaged
* To liaise and network with relevant agencies and service providers within the community and to engage in interagency work and projects.
* Work with the Co-ordinator to identify funding sources, make applications and liaise with funding agencies as required
* Facilitate networking at local and regional level as appropriate
* Work closely with the Co-ordinator to promote and support local voluntary and community activities that benefit the target groups of the Programme and address disadvantage and inequalities
* Participate in planning, review and evaluation of the work of the Centre and provide recommendations

**Teamwork, Planning and Information Sharing**

* To plan work and activities in consultation with the Co-ordinator
* To prepare written proposals, reports and feedback on activities
* To work with centre staff to develop and deliver programmes
* To identify and report problems with programmes or activities
* To promote communications of the centre’s work to community groups, organisations and agencies
* To participate in all organisational planning including development of policies, forms strategic planning and preparation of the annual report
* To assist with information sharing using social media, website etc
* To work with volunteers, those on student/work/training placements

**General**

* Document the work on an on-going basis and prepare regular work / progress reports for the Voluntary Board of Directors and the Co-ordinator
* Maintain professional records in line with the policies of the centre
* To represent the centre professionally at all times
* To work as part of a team in the centre
* To respect all colleagues, service users and anyone who comes into contact with the centre
* To adhere to the centres policies and procedures
* Participate in relevant training
* Any other tasks that may be assigned by the Project from time-to-time

**Other Relevant Information**

**Conditions of Employment:**

* The position is a permanent contract, subject to continued funding. The post is funded by Tusla.
* Hours of work: 17.5 hours per week. Days of work to be agreed with Co-ordinator.
* The post demands flexibility and will sometimes require working outside normal working hours.
* The position is subject to Garda Vetting
* Use of personal transport for work is required as well as a full driving licence and letter of indemnity to Beara West. Travel expenses will be paid.
* A ten month probationary period applies
* Annual leave: 12.5 days

**Accountability**

The Support/ Development Worker will carry out their duties in conjunction with the Project Co-ordinator. The employee will be accountable to the Co-ordinator on a day to day basis and they will also be accountable to the Voluntary Board of Directors.

**Confidentiality**

The Support/Development Worker will observe confidentiality at all times in relation to Centre business.

**Salary**

The salary for this position will not be less than €18572 per annum payable fortnightly in arrears by electronic funds transfer.

**Person Specification for**

**Support / Development Worker**

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| **Job Title:** | **Support / Development Worker** | | |
| **Name of Employer:** | **Beara West** **Family Resource Centre** | | |
|  | This Person Specification is a description of the skills, knowledge and experience required for the position of Support / Development Worker with Beara West Resource Centre | | |
| **Essential** | |  |  |
| * A relevant 3rd level qualification (min level 6) Candidates with exceptional relevant work experience (min 2 years) may be considered in lieu of qualifications. * 2 yrs knowledge and experience of delivering family support in a community based setting * Knowledge and understanding of evidence based programmes * An understanding of social inclusion and providing programmes that support health and wellbeing * Networking skills and ability to work with a range of community, voluntary and statutory agencies * Experience of planning, developing and delivering programmes, activities and/or services to groups * Experience of providing supports directly to parents / families * Experience of providing information and support to individuals and groups * Group facilitation skills * Excellent report writing skills * Ability to compile funding applications and source funding opportunities * Excellent IT & social media skills * Excellent communication and presentation skills | |  | * Ability to engage and motivate people * Ability to build and maintain a rapport with all age groups * Flexible and positive approach to work * Ability to work on your own and use your own initiative * Ability to work well in a team * Ability to maintain confidentiality at all times * Ability to maintain professional boundaries at all times * Excellent time management skills * Excellent interpersonal and communication skills * Ability to prioritise work * Excellent computer skills * Access to own transport and a full clean driving licence |
| Desirable | | | |
| * Experience of working with a voluntary board of directors. * Familiarity with Meitheal (Tusla’s National Practice Model) * Familiarity with Children First Guidance – Children First Act 2015 | | | |