



## **Co-ordinator of Adapting Housing First Project**

### **About Sophia:**

Sophia is national provider of housing and homeless services. Founded in 1997 by Sr. Jean Quinn D.W the organisation has always been acutely aware of the impact that homelessness has on individuals, couples and families.

***Sophia is leading an EU project funded by the Erasmus + programme which is examining how the Housing First Programme has been adapted across Europe. Sophia is seeking expressions of interest from experienced individuals with a proficiency in report writing and administering educational and learning programme.***

**Purpose:** This role will co-ordinate the administrative and reporting components of the Adapting Housing First Programme.

**Reporting to:** Chief Executive Officer

**Contract:** 240 hours (15 hours per week x 16 weeks). Some weeks may require less hours some weeks may exceed 15 hours, but the average should be 15 hours a week. This will be reviewed monthly to ensure it reflects the requirements of fulfilling the tasks associated with the role. Timesheets will be submitted monthly. The nature of the relationship will be as a contractor of services to Sophia and not as an employee.

**Commencement:** The post will begin in early September and conclude on the 31<sup>st</sup> of December 2025.

**Remuneration:** Commensurate with experience

**Payment:** Payment will be made monthly on receipt of invoices submitted to C.E.O

**Travel:** Travel and subsistence will be paid and done so in line with rates paid to employees of Sophia.

**Location:** Hybrid working arrangements will be provided.

## **Main tasks and Responsibilities**

### **Drafting Final Report to Léargas**

- Liaise with Léargas and establish and confirm what is required in completing final report.
- Begin work immediately to assess what information is compiled and inform C.E.O of any gaps in information.
- Liaise with C.E.O and agree a plan to address any gaps in information required for final report.
- Develop and implement a plan with clear tasks and timescales to prepare a draft report.
- Agree with C.E.O a draft report that can be circulated to the partners in advance of transnational al meeting in Barcelona.
- Following transnational meeting amend report and present further draft to C.E.O
- If agreed by Partners circulate final draft with tight deadline for comments.
- Be responsible for submitting final report with all appendices and supporting documentation to Léargas

### **Partner Meetings**

- Agree draft agenda for Partner meetings with C.E.O
- Send out draft agenda and relevant documents to Partners in advance of Partner meetings
- Co-chair partner meetings with C.E.O
- Compile draft minutes of partner meetings and present to C.E.O
- On approval of C.E.O circulate draft minutes to partners
- Update Partner Meetings folders shared folder

### **Webinars**

- C.E.O will be responsible for Sophia Webinar at the end of August
- Liaise with Housing Forst Berlin on their webinar
- Work with C.E.O to circulate information on Housing First Berlin webinar to an Irish Audience.
- Develop an evaluation form for Housing first berlin webinar and ensure it is circulated to all partners.
- Collate evaluations from Housing First Berlin and Sophia organised webinars.
- Work with C.E.O to ensure actions are implemented to drive dissemination of materials

### **Website**

- Update and maintain Adapting Housing First website
- Liaise with C.E.O or relevant person in Sophia to ensure that Sophia is putting out relevant information on the programme on their own social media.

## **Events**

- Support C.E.O for issuing invites to events
- Support C.E.O on administration of events
- Work with C.E.O to have a Sophia Pack (tailored towards an Irish Audience) that promotes the concept of Adapting Housing First.

## **Additional**

- To carry out all work in line with Sophia's health and Safety policies
- To bring forward suggestions of how Sophia can maximise the benefits of the project in terms of raising awareness of the impact
- To promote the positive image of the impact of Sophia's work.

## **Expressions of Interest:**

Please forward a CV outlining suitability to [toriordan@sophia.ie](mailto:toriordan@sophia.ie) by **Wednesday, 20<sup>th</sup> August 2025**