**YANA (You Are Not Alone) - North Cork Domestic Violence Project CLG**

**Job Description Project Co-Ordinator**

**Location: YANA Office, Unit E, Springmount House,**

**Market Square, Mallow, Co. Cork**

**Reporting to: The Board of Directors.**

**Vision:** Safe, Equal, Respected, Valued, Supported

We envision a community where women can feel safe in their homes and communities, have equal opportunities to participate fully and freely in society, are respected and valued in all areas and structures and are supported by all systems, infrastructures and institutions in society.

**Mission:**

The YANA Project is committed to providing a non-discriminatory domestic violence service for women in North and East Cork.

**Guiding Principles:**

YANA supports the principle of empowerment and aims to break the cycle of domestic violence in domestic or intimate relationships through the provision of a quality service.

We work from the principals of respect, empowerment, inclusion, equality and confidentiality.

YANA recognises the diversity of women’s lives and aims to be accessible to all women through a listening, supportive and non-judgemental service.

The project is committed to ensuring the principals that inform its work with women who experienced domestic violence reflect the manner in which it operates as an organisation.

**The Project Co-Ordinator, working with the Board of Directors, has executive responsibility for the overall management of the organisation and the development, delivery and promotion of the Service. In conjunction with the Board, s/he is responsible for ensuring that the operation of the organisation is underpinned by good governance and best professional practice and is informed by YANA’s aims and objectives.**

**The Project Co-Ordinator has executive responsibility for leading the organisation with integrity and fairness, operating from a strong ethical framework, and ensuring that it provides services to meet the current and future needs of women affected by domestic abuse and their children.**

**CORE RESPONSIBILITIES OF THIS POST:**

* The ongoing management and further development by YANA North Cork Domestic Violence Project of a range of services and responses by the organisation to the needs of women and their children who experience domestic violence. Prioritising their safety in all planning and interventions while operating under feminist principles.
* Advise and support the Board and its subcommittees in relation to their governance functions and ensure compliance with legislation and other statutory requirements.
* Ensure that Yana North Cork Domestic Violence Project has adequate funding and resources to deliver the level of service agreed with the Board to meet the needs of the women and children who seek the support of Yana.
* Oversee the HR Functions, the development and application of HR policies and procedures and ensure that Yana is operating in accordance with best practice and relevant legislation.
* Oversee the development of resources and service delivery within Yana North Cork Domestic Violence Project to ensure that it is in line with best practice in the sector.
* Manage the engagement with relevant external agencies to promote positive partnership and address policy and practice issues that create barriers for women survivors of domestic abuse and their children.
* Lead the engagement with local media and raise the public profile of Yana.
* Maintain an overview of the changing needs of all the stakeholders and bring forward service development proposals

***Financial Management Responsibilities***

* Develop the annual financial plan and ensure that all appropriate financial processes and procedures are in place and adhered to and that the organisation operates within the agreed annual budget.
* Ensure that monthly financial reports and other reports are available to the Board of Directors.
* Negotiate with funders and potential funders to secure the funding required to implement the agreed annual action plan and deal with related matters.
* Identify funding opportunities and oversee grant applications to statutory, voluntary and community agencies
* Oversee the development of fundraising initiatives, in collaboration with the board and staff

***Refuge Development***

* To work closely with the Board regarding new Refuge Development in the area
* To attend any online or in person meetings or training days regarding Refuge Development
* To complete any reports as required by Cuan or the Yana Board
* To manage the Yana Safehouses including the Safehouse Support Worker

***Staff Management***

* Ensure that all HR policies and procedures are implemented and are in line with current best practice and legislation and ensure that staff members are aware of and are trained appropriately in those policies and procedures, and their rights and responsibilities.
* Ensure that theperformance management systems and processes in place are supportive, fair, effective and sustainable and in line with best practice in the domestic violence sector.
* Effectively recruit and manage staff, prepare work schedules and oversee the development and review of professional supervision processes within Yana North Cork Domestic Violence Project and ensure that the organisation’s practice meets the highest standards for the sector.
* Lead and manage the staff team in the delivery and development of services in accordance with the vision, mission and strategic direction of the organisation, and a person with strong people and team management skills promoting a positive, motivating, trusting and supportive workplace.
* To manage staff working hours, holidays, welfare etc. in line with Yana North Cork Domestic Violence Projects HR policies and procedures
* Oversee Health and Safety, ensuring all policies and procedures are in place and review on a regular basis or when new legislation is enacted.
* Access the training and development needs of staff and deliver programme in line with strategic plan and budget
* Ensure that all staff/volunteers are aware/trained and adhere to all Health and Safety procedures

***Service Delivery***

* Manage the services of Yana North Cork Domestic Violence Project in accordance with the relevant policies and procedures ensuring that the needs of the women and their children availing of Yana North Cork Domestic Violence Projects services are addressed.
* Develop and agree an annual plan for service delivery in conjunction with annual budget planning and ensure that the resources; staff and funding are in place to deliver the plan.
* Oversee the development and implementation of policy and practice within Yana in relation to service delivery and ensure that it is in line with experience and best practice in the sector
* Oversee the development of an information management system to assist with case management and oversight of service delivery and provide relevant data as required.
* Ensure that service user feedback and participation for both women and children is integrated into practice at all levels of service activity and that is recorded and reviewed on a regular basis
* Provide qualitative and quantitative reports on service provision as required to the Board of Directors, funders and other relevant bodies.
* Identify and address gaps in service delivery and insure that service delivery to clients on a daily basis is in line with best practice.
* Seek additional funding to address identified gaps in service provision.

***Networking***

* Establish positive working relationships with relevant agencies and voluntary bodies and work towards the development of interagency co-operation in relation to addressing the needs of service users and promote better access and clearer pathways for women out of domestic abuse situations. Thereby achieving better outcomes for women and children experiencing domestic violence.
* Represent Yana North Cork Domestic Violence Project on relevant interagency fora and Boards and work with them to highlight and address policy and practice issues.
* Actively engage with government and non-government bodies who are attempting to research and address issues relevant to women survivors and their children

***Promotion and awareness***

* Develop the services profile locally and nationally
* Ensure that the public are aware of the role and function of Yana and the services available to women survivors and their children.
* Oversee the development of Yana North Cork Domestic Violence Project’s public awareness strategy and ensure that it is focused and effective;
* Initiate, develop and maintain co-operative relationships with key stakeholders and communities.
* Represent Yana North Cork Domestic Violence Project at awareness events, conferences and public events and speak on behalf of the organisation as required.
* Serve as chief spokesperson for Yana, dealing with the media as required and ensure appropriate representation at public events.

***General***

* Ensure the premises outreach facilities, safe house and grounds are adequately maintained, secure and fit for purpose.
* Ensure security arrangements in place are satisfactory and reviewed regularly.
* Advise and support the Board of Directors and its sub-committees in relation to governance and provide timely information as required. Coordinate the production of the annual report.
* Ensure that appropriate monitoring and evaluation systems are in place to facilitate the organisation to regularly review its practice, role and functions.
* Complete an organisational risk assessment on an annual basis and ensure that systems and resources are in place to manage the Yana North Cork Domestic Violence Project’s exposure and mitigate the risks.
* Project management as required
* Carry out any reasonable duties which the Board may allocate from time to time
* Advise and support the Board of Directors and its sub-committees in relation to governance and provide timely information as required