



ANA LIFFEY DRUG PROJECT

JOB DESCRIPTION:	June 2019
POST:	Project Coordinator (Drug Related Intimidation)
HOURS:	35 hours a week
SALARY:	€44,715
HOLIDAY:	25 days exclusive of bank holidays
RESPONSIBLE TO:	Head of Policy
RESPONSIBLE FOR:	The day-to-day running of the Drug Related Intimidation (DRI) project in Dublin's North East Inner City (NEIC).

Vision

Our vision is for a society where all people affected by problem substance use are treated with dignity and respect and have access to quality services.

Mission

Our mission is to work with people affected by problem substance use and the organisations that assist them. We do this to reduce harm to individuals and society, and to provide opportunities for development of those individuals and organisations.

Values

<p>The Ana Liffey neither promotes nor denounces substance use but seeks to respond to problems associated with it.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> • We support people to reduce harm • We respond to peoples needs • We recognise the potential of the people we work with • We provide evidence based responses • We are innovative. 	<p>The Ana Liffey believes in rights and responsibilities.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> • We believe in supporting people to know their rights • We believe in encouraging people to take responsibility • We treat all people who come into contact with Ana Liffey with dignity and respect.
<p>The Ana Liffey is pragmatic.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> • We turn words into actions • What matters is what we do • We identify, take and manage risks • We are solution focused • We deliver on our commitments. 	<p>The Ana Liffey aims to make a positive contribution to society.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> • We actively engage in the promotion of a partnership approach • We are open and accountable • We are a quality led organisation and a leader in good professional practice • We have a local, national and international perspective.

JOB SUMMARY

Under the guidance of the Head of Policy, the main focus of responsibility is the efficient and effective delivery of the DRI project in the NEIC. The DRI project arises from the work of the NEIC Programme which is being rolled out in response to the findings of 'Creating a Brighter

*Future*¹ a report by Kieran Mulvey, which highlighted a range of community needs and challenges for the North East Inner City. In particular, the subgroup on Crime and Drugs of the NEIC Programme has a specific mandate in relation to Drugs Related Intimidation (DRI). The issue of DRI is multifaceted and requires a whole of the community approach as well as the engagement of multiple statutory stakeholders. Working closely with and under the guidance of the Head of Policy, the successful candidate will coordinate a project which will act as a hub for the local community in relation to DRI.

The DRI project is action and community focused. It will support community members to access relevant services, as well as carrying out action research to map the service landscape, consulting with a range of community stakeholders, and developing good practice guidelines and communicating these guidelines to members of the NEIC community, including those for whom Irish or English is not a first language.

The role is diverse and multifaceted and the successful candidate will need a good understanding of community development processes and principles, be able to communicate effectively with a range of diverse stakeholders, be practical and task oriented, and have the capacity to produce excellent written work suitable for publication.

Whilst the organisation takes every step possible to ensure the safety of its staff, it is important to be clear that due to the nature of the work carried out at the Ana Liffey Drug Project, it is possible that you will experience aggression in the work place from the people who use our services and there is a risk that you may be verbally or physically assaulted. You will receive training in how to avoid and manage these situations; however in the unfortunate event of an assault taking place, the organisation will provide appropriate support to assist you to overcome this.

DUTIES AND RESPONSIBILITIES

A. SERVICE DELIVERY

1. To be the focal point for the DRI project in the NEIC under the supervision of the Head of Policy and in line with the work practices of the ALDP.

¹ Mulvey, K (Feb 2017), 'Creating a Brighter Future; The Social and Economic Regeneration of Dublin's North East Inner City: An Outline Plan for the Social and Economic Regeneration of Dublin's North East Inner City' (p30)

2. To contribute to developing, and to deliver on, a workplan for the DRI project taking into account and building on the recommendations of the Lives without Fear Conference report
3. To take responsibility for, and deliver on, agreed Key Performance Indicators (KPIs)
4. To map the work by statutory agencies and community organisations that respond to the issue of Drug Related Intimidation in the NEIC
5. To keep up to date and be knowledgeable in relation to DRI issues in the NEIC and to engage with and signpost NEIC community members to existing services
6. To contribute to research which examines and reflects on the effectiveness of existing approaches to DRI both in Ireland and in similar legal jurisdictions.
7. To deliver on an intensive community consultation process which underpins the community communication strategy on DRI
8. With the Head of Policy, to develop a set of short/medium/long term actions in response to DRI with key statutory agencies and relevant community groups.
9. With the Head of Policy, to develop and implement a communication strategy to keep the community informed of these actions.
10. To support the creation of robust communication and reporting mechanisms between the relevant agencies in the NEIC in relation to DRI
11. To support community members to access relevant services, such as those provided by the Garda National Drugs and Organised Crime Bureau and the National Family Support Network under the National Drug Related Intimidation Reporting Programme
12. To advocate at relevant fora for the needs of community members who are affected by DRI
13. To proactively engage and build good relationships with other stakeholders working on drug related intimidation in the NEIC area, including the National Family Support Network, An Garda Síochána, CityWide, and other statutory and voluntary sector agencies
14. To take a lead role in ensuring that local communities are aware of the supports already available
15. To take a lead role in the sharing and implementation of best practice standards
16. To support the external evaluation of the DRI project
17. To assist in the establishment and maintenance of relevant working relationships with agencies operating in the community that will assist in the support of people using all ALDP services.
18. To ensure that the complaints procedure is well publicised and operated in accordance with the policy.
19. To deputise in the absence of Head of Policy or as directed by the CEO.

B. ADMINISTRATION

1. To ensure that adequate record systems are in place and adhered to
2. To prepare detailed written reports for key stakeholders
3. To prepare summary financial and administrative data for internal use
4. To manage the DRI office space as appropriate
5. To take a lead on the organisation and management of all DRI project events such as community consultations

C. TEAM WORK

1. To work to ensure that the DRI project is embedded in the broader ALDP organisation
2. To build and maintain good working relationships both inside and outside the ALDP organisation
3. To work with all other management staff throughout the organisation to co-ordinate staff and programmes as directed by the Senior Management Team.

D. FINANCE

1. Under the leadership of the Head of Policy, to carry out duties to ensure the control of expenditure within the project's budget
2. To ensure that petty cash procedures are followed and that adequate records are kept.
3. Under the leadership of the Head of Policy, to maintain a record of all stock and generate timely stock orders.

E. THE WORKPLACE

1. To ensure that Health and Safety standards are met within the workplace in accordance with the ALDP's Health and Safety policy.
2. To ensure that all Fire Safety standards are implemented and monitored.
3. To assist the Head of Services in maintaining the maintenance and repair of the furnishings and fabric of the workplace to a high standard and initiating the necessary repairs that may be required.

F. LOCUMS, STUDENTS AND VOLUNTEERS

1. To assist in the development of the use of students and volunteers in the delivery of the DRI project, including assisting the Head of Services in relation to recruitment, induction and training as appropriate.
2. To provide support and supervision to any students, volunteers, locum workers as delegated by the Head of Policy
3. To carry out appraisals in accordance with organisational policy
4. To ensure there is adequate cover for project coordination tasks at all times in line with agreed deliverables
5. To maintain appropriate records in relation to any students, locums and volunteers assigned to work on the DRI project.

G. GENERAL RESPONSIBILITIES

1. In conjunction with your line manager to continuously develop the role to ensure that all tasks are being undertaken in an effective and appropriate manner which meets the strategic aims and objectives of the Ana Liffey Drug Project.
2. To participate in internal/external meetings as required, and attend training events, conferences and other functions as necessary.
3. To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
4. To ensure that all Ana Liffey Drug Project policies and procedures are being adhered to, particularly those relating to Health and Safety, Complaints, Code of Practice and Confidentiality.
5. To contribute to the effective implementation of the ALDP's Equal Opportunities Policy as it affects both the ALDP and its work with service users.
6. To at all times undertake your role in a professional manner maintaining a high quality standard of work, and to always work in accordance with the aims, values and ethos of the ALDP.
7. Undertake any other duties that may be required which are commensurate with the role in consultation with the Head of Policy.