



PERSON SPECIFICATION:

Project Coordinator (Drug Related Intimidation)

This person specification sets out the various criteria which are essential or desirable for the post and by which we will assess your application.

When completing your application please address all the points set out below.

1. EXPERIENCE

- 1.1 Experience of coordinating projects with multiple stakeholders
[Essential]
- 1.2 Experience working from a community development perspective *[Essential]*
- 1.3 Experience of building relationships with stakeholders from, and working in partnership with, statutory and community/voluntary sector organisations *[Essential]*
- 1.4 Experience of facilitating consultations *[Desirable]*
- 1.5 Experience of working in the online environment, particularly in the context of social media communications *[Desirable]*
- 1.6 Experience of producing written work at a publishable standard *[Desirable]*
- 1.7 Experience of working with individuals, families and communities in the context of drugs and drug use *[Desirable]*

- 1.8 Some experience of managing budgets and petty cash
[Desirable]

2. QUALIFICATIONS

- 2.1 A relevant third level qualification *[Essential]*
- 2.2 A recognised and relevant postgraduate qualification
[Desirable]
- 2.3 A recognised qualification in addiction studies *[Desirable]*

3. KNOWLEDGE

- 3.1 Understands the contextual background to the Mulvey Report and of the issues facing the NEIC area
- 3.2 Has working knowledge of the current services available in Ireland seeking to address drug related intimidation
- 3.3 Has a good understanding of basic research techniques
- 3.4 Has a good understanding of how to design and facilitate a workshop or consultation
- 3.5 Demonstrates knowledge of relevant legislation and policies in relation to the provision of services to children and families
- 3.6 Demonstrates knowledge of Equal Status and Health and Safety legislation, and the implications of both within the working environment.

4. SKILLS AND ABILITIES

- 4.1 Ability to establish and develop effective working relationships with diverse stakeholders
- 4.2 Ability to establish and utilise external networks effectively
- 4.3 Ability to work on own initiative within a defined structure and deliver on agreed goals

- 4.4 Strong communication and inter-personal skills across all levels of the organisation
- 4.5 Ability to engage effectively with a broad range of community stakeholders.
- 4.6 Flexible, focused and results – oriented
- 4.7 Ability to act calmly in emergencies and respond in a professional manner to challenging and stressful situations.
- 4.8 Ability to actively participate in the recruitment process including the design and delivery of induction programmes.
- 4.9 Ability to establish, develop and utilise external networks, working effectively with relevant stakeholders from the community, voluntary, statutory and private sectors.
- 4.10 Ability to facilitate and chair meetings and groups.
- 4.11 Ability to produce clear, concise reports, maintain accurate records and collate statistics, all to a very high standard.
- 4.12 Ability to work to within agreed structures and to ensure that the project's policies and procedures are carried out consistently, reviewing these as necessary.

5. ATTITUDE

- 5.1 Enthusiastic and committed to providing high standards of work for all stakeholders who engage with the project.
- 5.2 A team player committed to consultative ways of working.
- 5.3 A flexible, “can do” approach to working.
- 5.4 Commitment to participate in supervision and in training and development.
- 5.5 Commitment to working within an environment which promotes Equal Status and has regard for the Health and Safety of others.

6. CONTRACTUAL

- 6.1 To work off site as necessary (within ALDP's guidelines).
- 6.2 To work anti-social hours as required.
- 6.3 To be called out of office hours or to come into the project in the case of a crisis.
- 6.4 To be a named key holder for the project.