



Dormant Accounts Fund: Measure 4 Pre-Activation supports for Female Refugees and the Female Family Members of Refugees

JOB DESCRIPTION

Name of Employer: Roscommon LEADER Partnership (RLP)

<p>Objective of Job</p>	<p>Working closely with colleagues in Roscommon LEADER Partnership and EROC Centre Management, Education Training Board personnel, Roscommon County Childcare and members of the Local Interagency Management Committee of the EROC Centre in Ballaghaderreen, and all stakeholders to deliver the Dormant Accounts Fund under Measure 4 Pre-Activation supports for Female Refugees and the Female Family Members of Refugees project entitled Just Creative: Empowering Refugee Women in line with project application, contract requirements and Dormant Account programme rules.</p>
<p>Job Title</p>	<p><i>Just Creative: Empowering Refugee Women, Project Worker, Trainer & Researcher</i></p>
<p>Roles and responsibilities of the Healthy Ireland project worker</p>	<p>The successful candidate will be expected to achieve the objective listed above and as outlined in the project application and subsequent contract and will be in charge of the overall delivery, management and have responsibility for the entire project delivery in line with the project contract including budget compliance.</p> <p>Specifically, they will be expected to:</p> <ul style="list-style-type: none"> • Provide of a programme of tailored supports & interventions to aid the transition from unemployed refugee status to further education/training & secure employment/self-employment by linking training to work, building confidence & enhancing personal skills; through provision of accredited & non-certified programs with work placement & guidance in the most appropriate direction to realise their ambitions, empower the female refugee participants to focus on their abilities & skills. • Establish a creative collective & develop an associated business plan. • Please reference appendix 1 for details of the work packages and outputs which have to be delivered and achieved, as well as information on the project. <p>The role involves the following main functions and responsibilities:</p> <ul style="list-style-type: none"> • Overall oversight and responsibility for the entire project delivery in line with the project contract including budget compliance. • Project development, delivery and management. • Delivery of a range of bespoke training as outlined in the project application. Elements of the training it is envisaged will be delivered by the project worker with further elements contracted in & supported by

	<p>RLP, GRETB, AIT, LEO, Citizen Information Service as well as guest speakers & business people.</p> <ul style="list-style-type: none"> • Co-ordinate the delivery of all training provision & childcare support under the Just Creative project including external third party training provision, delivery of accredited training and work experience delivering on all the required key performance targets and outputs outlined in the project contract including co-ordination of project steering group & reporting and attending local EROC Interagency Management meetings. • Researcher role in terms of carrying out continual evaluation, review and monitoring of the project delivery, and development of a business development plan. • Ensure that the confidentiality is fully observed in relation to the overall service and stakeholders at all times. <p>General:</p> <ul style="list-style-type: none"> • To ensure administrative deadlines are met. • Attend and contribute to meetings of the Local Interagency Management Committee of the EROC Centre in Ballaghaderreen and the Social Inclusion Measures planning group of RLP. • Perform any other duties relevant to the administration of the Dormant Account funding that may be deemed necessary by the RLP Line Management from time to time. • Maintain efficient and accurate accounts for relevant Dormant Actions funding. • Reconcile monthly bank statements. • Liaise with Pobal as appropriate. • Ensure that confidentiality is fully observed in relation to the overall service and stakeholders at all times. • Ad hoc duties as determined by Line Management.
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Working Hours Full-time / Part-time	<ul style="list-style-type: none"> • Full time, 35 hours per week for fixed term. The hours of work and work plan will be agreed with the Line Manager, Patricia Madden, SICAP Programme Co-ordinator 	If Part-time, state specific days / hours per week	N/A
Gross Annual Salary (include PRSI & Pension)	<ul style="list-style-type: none"> • Salary – €36,117.00 pro-rata • Mileage – is reimbursed as per current rates in place at €0.50 cent a mile, which subject to change in line with funding and budgeting restrictions • Subsistence – RLP policy is applicable based on vouched expenditure 		
Employment arrangements	The contract duration is fixed term from commencement date in February 2019 to the 31st of December 2019, working 5 days a week, with 3-month probation period, subject to continuation of funding and satisfactory performance		
Location	Ballaghaderreen		
Employer	Roscommon LEADER Partnership		

This job description may be reviewed, updated and/or amended from time to time in line with the ongoing needs of the service /project.

Person Specification:

The post requires that there is a willingness to take direction from both Line Management in RLP and the Local Interagency Management Committee of the EROC Centre in Ballaghaderreen, Co. Roscommon.

Applicants must demonstrate *i.e. Essential criteria:*

- A good standard of relevant education to degree level and be fluent in English.
- Previous management experience particularly in the area of enterprise development or education and training development and ideally experience of managing provision of training to the refugee sector.
- A proven track record of managing funding and personnel.
- Qualified, certified and experienced trainer with experience of delivering certified training.
- Strong track record with proven success in recruitment for training and education programmes.
- Strong track record and proven success with employer engagement and buy in and leverage of their resources and supports.
- Strong track record and proven success with individual engagement in terms of labour activation, training and education programmes.
- Knowledge and experience and have a strong track record of success in relation delivering on education and training development and marketing initiatives and strategies.
- Flexibility in terms of working base within the geographic area.
- Strong track record in terms of education and training development and design.
- Computer literacy to a high standard.
- Ability and strong track record of working on own initiative.
- Ability and strong track record in relation to working in partnership with all stakeholders to realise sustainable job creation.
- Experience and knowledge of working with youth.
- Strong communication skills.
- Ability to work to deadlines and to multitask.
- Have a full current driving licence and use of a car.

In addition:

- Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular & efficient service
- The successful candidate will be required to be Garda Vetted
- References will be sought prior to offer of employment.



“This project was approved by Government with support from the Dormant Accounts Fund”

APPENDIX 1

PROJECT OVERVIEW

Just Creative: empowering refugee women - pilot delivery of successful Swedish Female refugee integration best practice model which uses hand craft and cultural food as the common platform for personal development, pre-employment, training & integration support provision within the Syrian Female Refugee Community in Ballaghaderreen, contributing to Ballaghaderreen realizing its ambition to become a Creative Town.

We wish to build upon the existing hand craft club which operates on a weekly basis in EROC Centre comprising of **25 creative female refugees** by establish a creative collective / network operational from within a central community space where the target group will be assisted through a bespoke training programme delivered over 24 weeks, afternoons four days a week Mon-Thurs. involving the provision of hand craft (in knitting, embroidery, sewing, lace and jewelry making etc.) & cookery skills while including weekly exercise classes, this will develop their abilities & skills to progress further in their interested sectors and provide them with the opportunity to produce craft and local cultural food. They participants can avail of intercultural showcase events which will provide them with a platform for promotion, sales, and business development related to the hand craft and food produce resulting from the bespoke training programme within the wider community via a series of planned intercultural activities including, cultural events, lake & legends festival, farmer's markets, study circles participation increasing integration locally.

To capitalize and develop the entrepreneurial skills of the Female Refugees we will deliver tailored training on how to start up your own business and how to get a job. We will deliver modules of the Ignite, Course Curriculum which was specifically developed to cater for the needs of female refugees establishing creative enterprises in a classroom setting to the female refugees by an experienced creative sector business mentor and trainer. This curriculum was developed on a European basis under, EU Erasmus, Creative Communities project which was led by RLP, our Swedish partners developed and pilot tested the curriculum with members of the migrant female community within their region. The goal of the course is to empower individuals to become entrepreneurs and high valued employees. The materials are available on the following website www.creativecommunities.how. Parts of this course will be delivered based on the ability and needs analysis of the cohort. RLP delivered this training as a successful pilot to 13 unemployed creatives in Ballaghaderreen in January – June 2017.

Roscommon LEO will provide two funding Clinics during the programme duration assisting the participants understand the enterprise services on offer & provide advice in terms of further enterprise progression support. Galway Roscommon Education Training Board will deliver career guidance workshop and offer one to one support. Athlone Institute of Technology, will carry out a skills audit of the participants and link them with suitable third level opportunities such as Science4Refugees initiative and EURAXESS portal which provides research refugee friendly internships, part-time and full-time jobs, access to a European Research Community, as well as a complete range of information and support services on working and living in Europe. Link with the Department of Social Protection in piloting a follow on bespoke internship programme through the TUS scheme where the female refugees get a year's work placement at the creative Collective or suitable alternative. We have undertaken a training needs analysis with the cohort of Female refugees which we are working with and

based on this analysis, we will deliver a selection of tailored training courses for the target group to help them make the transition into further education and training and support them to access and participate in employment and self-employment including the provision: exercise classes, arts and crafts, hairdressing, 2 weeks work experience with supported links to employers and 4 weeks mentoring, 1-1 support on CV, Interview skills, mindfulness & anger management, personal progression, career guidance/rights & entitlements, classroom delivery of the bespoke training curriculum.

Each participant will complete 2 QQI certified modules. Establish a support-group facility for the mentoring of the target group. This is a partnership model bringing knowledge & expertise of all organisations together to support the development of the system. We will establish a collaborative wrap-around way of working, exploring collectively the best way of working, the ultimate goal being to support transition from unemployment into employment, self-employment or further training & education to progress into the most suitable course to meet their abilities & skills, enhancing their employability & reducing future dropout rates in training and employment.

AIM OF THE PROJECT

Supports to aid the transition from unemployed refugee status to further education/training & secure employment/self-employment by linking training to work, building confidence & enhancing personal skills; through provision of accredited & non-certified programs with work placement & guidance in the most appropriate direction to realise their ambitions, empower the Female refugee participants to focus on abilities & skills. Establish a Creative collective & develop an associated business plan.

