

Ballaghaderreen area Family Resource Centre

Applications are invited for the post of:

Project Co-ordinator

The Project Co-ordinator will work in partnership with the Voluntary Board of Directors in a new Family Resource Centre in Ballaghaderreen, Co. Roscommon. This position will be based in Ballaghaderreen, Co. Roscommon.

The ideal candidate should have:

- A relevant third level qualification - minimum Level 7 (for example, Family Support Practice, Community Development, Community Sector Project Management)
- A minimum of 3 years' experience, post qualification, in
 - community sector project management
 - working through a community development approach
 - family support in a community-based setting
- Experience of managing, supervising and supporting staff
- Experience of working with a Voluntary Board of Directors
- Experience of implementing a governance framework informed by best practice
- Experience of working collaboratively at an inter-agency level
- Familiarity with *Children First: National Guidance for the Protection and Welfare of Children* and TUSLA Meitheal National Practice Model
- Experience of Strategic and Operational Planning
- Experience of Financial Management (to include sourcing funds)
- Excellent report writing and presentation skills
- Access to own transport with full driving licence.

Application Form and Full Job Description can be downloaded from www.activelink.ie

Please note: Applications will only be accepted on the official Application Form and CVs will not be accepted.

Please submit your completed Application Form to recruitment@ridc.ie

Closing date and time for receipt of applications is 5 pm, Friday 6th July 2018

Short listing will apply.

Interviews will be held in Roscommon LEADER Partnership Offices on 17th July 2018.

Satisfactory references, evidence of qualifications and Garda vetting will be required.

This project is an equal opportunities employer.

Roscommon LEADER Partnership is the host organisation for this funding and when the new FRC is in situ, TUPE regulations – The European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 will apply to this post.

This position is funded by TUSLA Child and Family Agency.



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