



## Roscommon LEADER Partnership

(full-time, fixed term contract)

*Roscommon LEADER Partnership invites applications for the post of*

### ***Just Creative: Empowering Refugee Women, Project Worker, Trainer & Researcher.***

**Overall purpose:** 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.**

Provision 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.

The role involves the following main functions and responsibilities:

- 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 RLP, GRETB, AIT, LEO, Citizen Information Service as well as guest speakers & business people.
- 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.

The project worker will be responsible for the successful delivery of all project objectives and associated actions within the required budget and timeframe complying with all funding, statutory and legislative requirements and obligations including health & safety, child protection and Garda vetting requirements and completion of all returns and reports as required by the funders.

**Conditions:** salary €36,117.00 pro-rata, contract duration is from commencement date in February 2018 to the 31<sup>st</sup> of December 2018, fixed term contract working 5 days a week, with 3-month probation period, subject to continuation of funding and satisfactory performance. 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.

**Applicants must demonstrate:**

- 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.

Short listing will apply.

Satisfactory references and verification of education and training qualifications and Garda vetting will be required.

For job description or further information contact [recruitment@ridc.ie](mailto:recruitment@ridc.ie)

To apply for the position, please submit CV and letter of application to: [recruitment@ridc.ie](mailto:recruitment@ridc.ie)

**Closing date for receipt of applications is 1 pm, Wednesday 31<sup>st</sup> of January 2018**

**Interviews will be held on Monday 5<sup>th</sup> of February 2018**

Roscommon LEADER Partnership is an Equal Opportunities Employer



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