

## Monaghan Integrated Development

Applications are invited for the following position:

### Parenting Monaghan Project Officer (CDO)



#### ***Part time (2 days per week) Fixed Term Contract (1 year)***

This position involves working with Parents and other relevant agencies to ensure delivery of Parenting Courses to parents across County Monaghan. The Project Officer will be responsible for engaging parents in online and other training to support the needs of parents and their children.

Some of the main roles of the Parenting Monaghan Co-ordinator are:

- Promoting Parenting Courses on social media and other appropriate outlets
- Speaking to parents and other relevant agencies to engage and recruit participants for courses
- Arranging Parenting Courses on a regular basis including facilitators, venues, materials, etc
- Arranging Parenting Webinars online when required
- Arranging Parenting Steering Committee meetings on a bi-monthly basis
- Ensuring necessary paperwork is completed for Parenting Courses
- Representing Parenting Monaghan on other forums
- Where relevant, linking disadvantaged parents to other MID programmes or to resources and supports available through state agencies and other service providers
- Promoting social inclusion in local communities through effective use of community development principles and practice

The successful candidate should:

- Have a relevant third level qualification and/or work experience in the development of individuals and communities
- Be self-motivated and possess the ability to motivate others
- Be committed to the concept of community self-help and social inclusion
- Be able to demonstrate an excellent working knowledge of social media
- Possess excellent report writing, organisational and inter-personal skills (Facilitation skills would be an advantage)
- Have their own car and a clean driving licence (essential).

The position is based in County Monaghan with Monaghan Integrated Development CLG. A full Job Specification is available from [info@midl.ie](mailto:info@midl.ie) and also on our website [www.midl.ie](http://www.midl.ie). The selection criteria are based on the information provided in the advertisement and the Job Specification. Assessment of applicants will take account of information provided in their application and shortlisting may apply. All applications must include a CV and Cover Letter. **Closing date: 4.00 pm Tuesday March 9<sup>th</sup> 2021**

**Application by email:** to [info@midl.ie](mailto:info@midl.ie) or **by post to:** CEO, Monaghan Integrated Development CLG, Unit 9 Drumillard Business Park, Monaghan Road, Castleblayney, A75 HR59.