

<b>Job Title</b>	<b>Family Support / Community Development Worker</b>
<b>Overall Purpose of the Job:</b>	<p>To support and work with the Project Co-ordinator to support the project to implement its Work Plan.</p> <p>To work in the community to determine the needs within the area, to build confidence and capacity of individuals, families and groups through supporting and developing relevant programmes and activities.</p> <p>To network with service providers and other agencies and be actively involved in relevant interagency work.</p>

## **JOB DESCRIPTION**

### **Key Areas of Work**

#### **Community Based Family Support**

- Implement the five national outcomes developed for children and young people by Tusla
- Work collaboratively as part of the Meitheal Programme and other initiatives as developed
- Provide support and information to individuals and families attending Ballaghaderreen FRC
- Work as part of the team to deliver and develop relevant Family and Parent Supports
- Promote local target group involvement in the Centre
- Organise and facilitate training for the community and community groups.
- Identify factors leading to disadvantage in the area and work with the Voluntary Board of Directors and the Co-ordinator to raise awareness of these issues
- Deliver a range of family supports in the community in line with the Centre's Workplan, including community events
- Ensure that the work of the Centre is in keeping with the aims and objectives of the Family Resource Centre Programme
- Raise the profile of the Centre
- Outreach the services of the FRC
- Provide support and information to individuals and groups that are disadvantaged
- Work with the relevant statutory and voluntary agencies and facilitate inter-agency co-operation to address the needs of the target group and families in the local community
- Work with the Co-ordinator to identify funding sources, make applications and liaise with funding agencies as required

- Facilitate networking at local and regional level as appropriate
- Work closely with the Co-ordinator to promote and support local voluntary and community activities that benefit the target groups of the Programme and address disadvantage and inequalities
- Participate in planning, review and evaluation of the work of the Centre

#### **Specific areas of work**

- Develop and support community initiatives that address the needs of local families in Ballaghaderreen and surrounding areas.

#### **General**

- Document the work on an on-going basis and prepare regular work / progress reports for the Voluntary Board of Directors and the Co-ordinator
- Participate in relevant training
- Any other tasks that may be assigned by the Project from time-to-time

#### **Other Relevant Information**

##### **Hours of Work**

- The post will be full-time – 35 hours per week.
- The hours of work will be 9.00 to 13.00 hrs and 14.00 to 17.00 hrs, Monday to Friday unless otherwise agreed by the Voluntary Board of Directors. The Family Support / Community Development Worker will be expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.
- A six-month probation period will apply.

##### **Accountability**

The Family Support / Community Development Worker will report to and be responsible to the Project Co-ordinator.

##### **Confidentiality**

The Family Support / Community Development Worker will observe confidentiality at all times in relation to Centre business.

##### **Salary**

The salary will be commensurate with qualifications and experience.

##### **Holidays**

You are entitled to 25 days annual leave (pro-rata for part-time positions).

##### **Garda Vetting**

The position is subject to the completion of a satisfactory Garda Vetting process.

# PERSON SPECIFICATION for Family Support / Community Development Worker

**Job Title:** Family Support / Community Development Worker

**Name of Employer:** Ballaghaderreen Family Resource Centre

This Person Specification is a description of the skills, knowledge and experience required for the position.

## Essential

- A 3<sup>rd</sup> level qualification in Family Support Practice, Community Development or a related discipline – Level 7+
- 2 years' paid experience, post qualification, of providing family support in a community-based setting, including:
  - Experience of organising community events
  - Liaising/networking skills and ability to work with a range of community, voluntary and statutory agencies
  - Experience of planning, developing and delivering programmes, activities and/or services to groups
  - Experience of providing supports directly to parents / families
  - Experience delivering parent support programmes
  - Experience of providing information and support to individuals and groups
- Group facilitation skills
- Excellent report writing skills
- Ability to compile funding applications and source funding opportunities
- IT & social media skills
- Excellent communication and presentation skills
- Access to own transport for work.

## Desirable

- Experience of working with a voluntary board of directors
- Familiarity with Meitheal (TUSLA's National Practice Model)
- Familiarity with Children First Guidance