



Job Description - Roles and Responsibilities

Job Title: PROJECT COORDINATOR
Location: Family Resource Centre, Ballaghaderreen, Co. Roscommon
Hours of Work: 35 hours per week

Overall Purpose of the Job: The Family Resource Centre Project Coordinator is responsible for overseeing the daily operations and activities of the Family Resource Centre (FRC). The role involves coordinating and implementing programs and services to meet the needs of families within the community. The Project Coordinator works closely with the Roscommon LEADER Partnership, the Voluntary Board of Directors, staff, volunteers, and external partners to ensure the effective delivery of services and the achievement of the FRC's objectives

Key Areas of Work:

Program Management:

- Develop, implement, and evaluate family-focused programs and services in alignment with the FRC's mission and goals.
- Comply with the National Service Delivery Framework (NSDF) of TUSLA —Child and Family Agency
- Contribute to TUSLA's area-based approach to prevention, partnership and family support
- Coordinate workshops, support groups, and activities that address the diverse needs of families within the community.
- Collaborate with community organisations and service providers to enhance program offerings.
- Develop and implement community engagement initiatives to foster social inclusion.

Staff Supervision:

- Recruit, train, and supervise FRC staff and volunteers.
- Foster a positive and collaborative working environment.
- Conduct regular performance evaluations and provide constructive feedback.

Community Engagement:

- Build and maintain strong relationships with community members, local organisations, and stakeholders.
- Promote the FRC's services and programs through outreach and community events.
- Act as a liaison between the FRC and external agencies.

Resource Management:

- Manage the FRC's budget and resources efficiently.

- Identify funding opportunities and collaborate with grantors and sponsors to secure financial support.
- Maintain accurate records of expenditures and financial transactions.

Needs Assessment:

- Conduct needs assessments within the community to identify gaps in services.
- Work with stakeholders to develop strategies and initiatives that address identified needs.

Networking and Collaboration:

- Establish and maintain positive relationships with community organizations, local authorities, and service providers.
- Collaborate with schools, employers, and groups to enhance opportunities for integration.
- Attend relevant community meetings and events to stay informed about community needs.

Advocacy:

- Advocate for the rights and well-being of families at local and regional levels.
- Raise awareness of issues affecting families and collaborate with relevant entities for positive change.
- Work towards eliminating barriers to integration and promoting inclusivity within the community.
- Collaborate with stakeholders to address systemic challenges affecting the integration process.

Other Relevant Information

Conditions 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. The Coordinator will be expected to be flexible about evening and weekend work for which time-off-in-lieu will be granted.
- The contract will be permanent subject to continued funding by TUSLA Child and Family Agency.
- A six-month probation period will apply.

Accountability

The Project Coordinator will report to, and be responsible to RLP, the Voluntary Board of Directors.

Confidentiality

The Coordinator will be expected to observe confidentiality at all times in relation to the business of the Family Resource Centre.

Salary

As per FRC salary scale and will be commensurate with qualifications and experience.

Holidays

Twenty-five days per annum plus public holidays.

Garda Vetting

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

Person Specification

Project Coordinator for Ballaghaderreen Family Resource Centre

Job Title: PROJECT COORDINATOR

Name of Employer: Roscommon LEADER Partnership

This Person Specification is a description of the relevant skills, experience and qualifications that are required for the position of Coordinator

Essential

- A relevant third level qualification - minimum level 7 (for example: Family Support Practice, Community Development, Community Sector Management)
- A minimum of 3 years' experience, post qualification, of working in:
 - community sector project management
 - community development
 - family support in a community-based setting
- Experience of managing, supervising and supporting staff
- Experience of implementing a governance framework informed by best practice
- Experience of working collaboratively at an inter-agency level
- Experience collaborating with individuals from diverse communities
- Familiarity with Children First National Guidance and safeguarding vulnerable adults
- Experience of Strategic and Operational Planning
- Experience of Financial Management (to include sourcing funding and compiling funding applications)
- Excellent report writing and presentation skills
- Access to own transport with full driving licence.

Desirable

- Experience of working with a Voluntary Board of Directors
- Knowledge / experience of working within TUSLA Meitheal National Practice Model
- Experience in influencing social policy development
- Experience and skills in developing and implementing a research project
- Experience and Training in Child Protection and Welfare (DLP)