

**Position Title: Project Co-ordinator; Family Carers and the Paid Labour Market - Bridging the Gap.**

**Reports to:** Executive Director

**Care Alliance Ireland** is the National Network of Voluntary Organisations supporting family carers. Our vision is that the role of family carers is fully recognised and valued by society in Ireland. We exist to enhance the well-being of family carers by supporting our member organisations in their direct work with Family Carers. We do this by providing information, developing research and policy, sharing resources, and instigating opportunities for collaboration. We also currently co-ordinate an online family carer support project supporting over 2,000 Family Carers across Ireland.

## POSITION SUMMARY

Applications are invited for the post of Project Co-ordinator

The primary aspect of this newly formed role will be to deliver a time-limited project focussing on supporting family carers return to the paid labour market.

This will be a collaboration with a number of other individuals and organisations. We seek for the intervention to positively impact on the participants employability, manage their future work and caring responsibilities, and an associated improvement in their wellbeing and a reduction in their sense of isolation and loneliness.

The position offers an exciting opportunity for a suitably-qualified individual to work on a major project, funded by the Department of Social Protection and administered by Pobal under the Dormant Accounts Funds.

## MAIN RESPONSIBILITIES

- This person will provide leadership in the project, and will be responsible for the overall delivery of the key outputs, most significantly a 12-week sessional training course for 3 groups of 20 family carers, together with the financial management, reporting and management of timeline/GANNT Chart and evaluation.
- The person will provide limited 1-2-1 support to the family carer participants throughout their involvement in the project over three separate 3-4 month time frames. This support will be focused on their participation in the 12 week course.
- The person will be responsible for project planning; participant recruitment, engagement, retention; organising each session, liaising with content experts, reporting to steering group; financial administration and overall project reporting.
- Maintain accurate records and conduct administrative work associated with the project.
- Organise an online seminar (late 2021/early 2022) to engage with HR professionals/employers around family carers in the paid labour market.
- To undertake such other duties as might be reasonably assigned from time to time in consultation with the Executive Director.

## PERSON SPECIFICATION

### Essential qualifications, skills and experience:

T +353 1 874 7776

E info@carealliance.ie

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CHY No 14644



- Degree qualification in a relevant discipline
- Previous project management and evaluation experience
- High level IT skills in particular the use of online conference facilities
- Excellent written and verbal communication skills
- Excellent organisational skills including a proven ability to work to deadlines
- Fluent speaker and writer of English
- Ability to effectively chair meetings via conference calls
- Ability to build and maintain relationships with stakeholders at all levels
- Ability to demonstrate initiative within a small team
- Have good time management and organisational skills.

#### Desirable qualifications, skills and experience:

- Have experience of the voluntary sector
- Previous experience in the field of family caregiving
- Have knowledge, empathy and understanding of the rights and needs of family carers
- Experience of the use of social media in a professional setting

The successful candidate will be expected to be committed to the improvement of the status and quality of life of family carers

#### TERMS

This is a full-time position (5 days per week), however we are open to the position being filled by two part-time staff, working closely together. Due to Covid-19 restrictions it is envisaged that the role will be delivered remotely/from home for at least some of 2021. Relevant vouched home office expenses will be covered. Our offices are in Dublin 7. It is expected that the individual will be available for occasional evening/weekend work, with full time back for these hours worked.

This is a 16-month fixed-term position beginning in March 2021. Salary will be in the region of €45,000 commensurate with experience. There is an employer pension contribution of 5% and 5 weeks annual leave. There is no salary scale with this post.

*This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or that may be required to do either now or in the future.*

**Care Alliance Ireland is an Equal Opportunities Employer.** At the moment, we don't require the assistance of recruitment agencies to fill our vacancies.

Application by 3pm, Thursday February 11<sup>th</sup> 2021 via cover letter and CV to [info@carealliance.ie](mailto:info@carealliance.ie)

Enquiries to Liam O'Sullivan [info@carealliance.ie](mailto:info@carealliance.ie)

It is envisaged that interviews will take place on the morning of Monday February 15<sup>th</sup>.

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