

# NORTHSIDE

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## FAMILY RESOURCE CENTRE

### **Job Title**

**Coordinator of Community and Family Services**

### **Overall Purpose of the Job:**

To work with the Voluntary Board of Management and the CEO to implement the Centre's work plan and ensure the overall development of the Family Resource Centre.

### **Key Areas of Work**

#### **Strategic Plan**

- In line with the Strategic Plan implement and develop projects and programmes to address needs of the community; families; groups; and learners in the priority areas.
- Work with stakeholders to ensure an authentic response to their needs and to tap into skills, strengths, and energy of people themselves.
- Develop other areas of provision.
- Ensure ongoing monitoring and evaluation of project.

#### **Community Development**

- Ensure the practices and principles of Community Development are embedded in the work of the Centre.
- Promote local target group involvement in the Centre.
- Identify factors leading to social exclusion and inequality in the area and to work with the Voluntary Management Committee and the CEO to raise awareness of these factors.
- To ensure that the work of the Centre is in keeping with the aims and objectives of the National FRC Programme.
- Provide general support and information to individuals and groups experiencing social exclusion i.e. target groups.
- Oversee and develop the Community Education Programme in the Centre.
- Work with the CEO to identify funding sources, make applications and liaise with funding agencies that fund anti-poverty and social inclusion initiatives.
- Work closely with the CEO to promote and support local voluntary and community activity that is for the benefit of the target groups and address issues of social exclusion.
- Participate in planning, review, and evaluation of the work of the Centre.
- Support the development of the Community Ambassador Programme

#### **Family Support**

- Work closely with the parent support workers promoting best practice.
- Oversee the Centre's Counselling Service
- Ensure the roll-out of Meitheal in the Centre.
- Oversee and support all parenting programmes including Incredible Years; Parents Plus; and Circles of Security.
- Support the development of new parenting programmes in response to community needs.

# NORTHSIDE

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## FAMILY RESOURCE CENTRE

- Coordinate the Centre's key-working system and ensure best practice in line with relevant legislation.
- Work closely with key referral agencies for the best outcomes for families.

### **Staff & Volunteers**

The co-ordinator is responsible for management of the Community and Family Services Team which consists of Community Development Worker; Education Worker; Parent Support Workers, Contract Therapists, scheme staff and students. He/she will:

- Support and monitor staff and volunteers engaged in work with families, parents, learners, and groups in the Centre.
- Maintain all staff and volunteer records.
- Develop and build Staff Team.
- Supervise and support staff and volunteers on an ongoing basis.
- Identify training needs and organise training for staff and volunteers.

### **Networking**

- Liaise with others who work with communities, families, groups and learners and support initiatives to co-ordinate services and promote interagency working.
- Work with agencies to promote community education especially through the LCEN.
- Link with groups who operate at a citywide, regional, and national level, especially the Family Resource Centre Regional and National Forum.
- Engage with key stakeholders and others, continuing to support developments in favour of Communities experiencing deprivation.
- Promote family learning projects with other departments of the FRC.

### **Reporting and Records**

- Become familiar with all procedures required by Tusla and other funders.
- Ensure the completion of all reporting and monitoring procedures.
- Maintain and update all required records.
- Build and report to the Advisory Group for Community, Parent and Adult Services on an ongoing basis and monthly to the Board of Management of the Family Resource Centre
- Complete and submit a weekly time sheet and ensure same is done by Staff.

### **Finances**

- Become familiar with and oversee the accounting procedures for the Department.
- Ensure the maintenance of all financial records.
- Ensure reporting structures are strictly adhered to.
- Ensure the implementation of all financial and fee collection policies and procedures.
- Explore alternative funding and submit funding applications.
- Continue to explore and promote the financial sustainability of the Centre.

### **Other**

- Complete any other tasks required that are in line with Northside Family Resource Centre's Strategic Plan.

# NORTHSIDE

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## FAMILY RESOURCE CENTRE

- With other members of the leadership team take responsibility for the general care and activity of the Family Resource Centre.

### **General**

- Document the work on an on-going basis and prepare regular work / progress reports for the Voluntary Management Committee, CEO and Funders.
- Participate in relevant training.
- Any other tasks that may be assigned by the Centre from time-to-time.

### *Other Relevant Information*

### **Hours of Work**

- The post is fulltime 35 hours per week
- The hours of work will be between 08:00 and 18:00 Monday to Friday unless otherwise agreed by the CEO. The Coordinator 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 Coordinator will be responsible to the CEO and the Voluntary Management Committee.

### **Confidentiality**

The Coordinator will observe confidentiality at all times in relation to Centre business.

### **Salary**

The salary will be commensurate with qualifications and experience and will not be less than **€41,897** per annum pro-rata.

### **Pension**

The Company will make a provision for pension, at the rate of double your contribution and subject to a maximum of 10 percent of the gross salary, subject to funding by Tusla upon the successful completion of the probationary period.

### **Holidays**

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

### **Travel Expenses**

Travel expenses will be paid, and subsistence will be paid on production of receipts and in accordance with centre policy.

# NORTH SIDE

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## FAMILY RESOURCE CENTRE

### Person Specification for Coordinator of Community and Family Services

<b>Job Title:</b>	<b>Coordinator of Community and Family Services</b>
<b>Name of Employer:</b>	<b>Northside Family Resource Centre</b>
<p>This Person Specification is a description of the skills, knowledge and experience required for the position of <b>Coordinator of Community and Family Services</b> with Northside Family Resource Centre</p>	

Essential	Desirable
<ul style="list-style-type: none"> <li>Knowledge and experience of the community and voluntary sector (minimum 3 years)</li> <li>Knowledge and experience of working with communities/families experiencing social isolation and living in disadvantage</li> <li>A relevant academic / educational qualification</li> <li>Experience of managing projects and programmes</li> <li>Networking skills and ability to work with a range of voluntary and statutory agencies</li> <li>Experience of providing information and support to individuals and groups</li> <li>Experience and skills in group facilitation</li> <li>Experience and skills in writing effective reports</li> <li>Excellent communication and presentation skills</li> <li>Full driving licence and access to own transport</li> </ul>	<ul style="list-style-type: none"> <li>Level 9 qualification in community development or family support or a related field</li> <li>At least one year experience supervising staff</li> <li>Knowledge and experience of the Family and Community Services Resource Centre Programme</li> <li>Experience in influencing social policy development.</li> <li>Knowledge of Quality Qualifications Ireland</li> <li>Experience of sourcing funding and compiling funding applications</li> <li>Experience and skills in developing and implementing a research project</li> <li>Experience and Training in Child Protection and Welfare (DLP)</li> </ul>