

## Job Description



<b>Role:</b>	<b>Kinship Care Ireland Project Co-ordinator</b>
<b>Position:</b>	Full Time (35 hours a week)
<b>Location:</b>	Based at TREOIR Offices, Dublin 1
<b>Reports to:</b>	TREOIR CEO in consultation with the KCI steering group

Kinship Care is the full time parenting of children by grandparents, older siblings, aunts, uncles and other relatives or close friends of the family. It occurs for many reasons, for example; death of a parent, parental substance misuse, abandonment, illness or imprisonment. Kinship care can be formal, when children are in the care of the state with kinship/ relative foster carers or informal, outside of the care system. The primary focus of KCI is the support of informal kinship carers.

Kinship Care Ireland was established in 2019 and is hosted by Treoir, the information service for unmarried parents and their children.

Kinship Care Ireland (KCI) recognises that Kinship families face unique challenges over and above the regular demands of parenting and thus require specialist supports. KCI is working towards developing supports, advocacy and services for Kinship families throughout Ireland. The overall objectives of KCI are;

- Supporting kinship families
- Awareness raising
- Campaigning for change
- Sustaining Kinship Care Ireland into the future.

### About the role

We are seeking an experienced Project Coordinator who is passionate about working with kinship families and the issues affecting children and carers. We are looking for someone who is both strategic and operational; has the interpersonal and partnership skills to perform their role sensitively and creatively; and who will work collaboratively with other agencies and organisations.

The KCI Project Co-Ordinator will be required to understand and shape the KCI strategy and mission and deliver KCI based projects in collaboration with TREOIR and the KCI Steering Group.

## Key Areas of Work

### ❖ **Project Coordination**

- Deliver the KCI specific action plan under the direction and in collaboration with TREOIR, and the KCI Steering Group.
- Deliver the key objectives of the project within the identified timeframes setting relevant targets as identified in the KCI Strategic Plan.
- Develop and maintain pro-active and respectful working relationships with internal and external stakeholders.
- Maintain records relating to all aspects of work in line with best practice on data protection.
  
- Ensure that the work of the project is regularly planned, reviewed, and evaluated and is accountable to the funder.
- Engage pro-actively in supervision.
- Carry out any additional tasks that may be deemed necessary for the effective co-ordination of the project.

### ❖ **Development**

- Adopting a Community Development and Human rights Based Approach, empower Kinship families to identify and highlight strengths, issues and concerns.
- Devise and implement programmes to capitalise on the strengths of kinships carers and address their identified concerns.
- Raise awareness of Kinship Care through training and education
- Facilitate the provision of an information and advice service to Kinship families in partnership with Treoir
- Support the development of community led initiatives that support family and individual well-being.
- Liaise with the appropriate statutory and voluntary agencies to agree protocols for the delivery of supports and services and enhance understanding of the needs of Kinship families.
- Identify funding sources and develop strategic approach to diversifying income streams.

### ❖ **Financial management:**

- Assist the Treoir administrator and finance sub-group in the preparation of budgets, accounts, and reports for funding agencies in order to ensure accountability and transparency.
- Identify new and appropriate funding sources, make applications, and liaise with funding agencies.
- Manage the programme within the operational budget.
- Ensure the project fulfils its legal and contractual requirements to all its funders in partnership with Treoir.

### ❖ **Research and promotion:**

- Engage in research and policy work as directed by Treoir and KCI Steering Group including direct engagement with Academic Institutions and relevant Government Departments and State Agencies.
- Identify existing relevant data and information sources as well as identifying gaps.
- Work with partners to translate research evidence directly into policy and practice.
- Maintain Website and Social Media profiles.
- Event management and co-ordination.

❖ **Teamwork:**

- Engage in team meetings.
- Work collaboratively with all stakeholders and members of KCI.
- Contribute to the overall working of the team.

***Note - this job description is not exhaustive. Treoir reserves the right to add to or revise it at any time in agreement with the post holder.***

### **Personal Specification**

❖ **Experience and Qualifications (Essential)**

- A third-level qualification, preferably in Community Development or a related field.
- Have a minimum of two years' experience in a community/not for profit field.
- Experience in the development and application of research to directly impact on policy and practice.
- Proven skills and abilities in project management, strategic planning, facilitation, evaluation, and report writing.
- Experience of identifying funding opportunities and completing grant and funding proposal applications.
- Eligible to work within the EU

❖ **Competencies**

- Excellent communication skills; networking, listening and interpersonal skills.
- Ability to work effectively both independently and as part of a team.
- An understanding of poverty, human rights and social exclusion issues.
- A knowledge of statutory and funding agencies in relation to family support and community development.
- Knowledge and understanding of kinship care and community development principles.
- Facilitation of direct participation and co-production with children, families and communities.
- Have strong leadership skills.
- Ability to build partnerships with statutory, voluntary, and private sector organisation/NGO's.
- Have strong analytical and organisational skills.
- Good time management and dependability.
- Ability to work with others in negotiating and influencing at a senior level, including at State agency level in respect of service provision and at Government Department level in respect of policy.

❖ **Desirable**

- Knowledge of the challenges and issues around Kinship Care
- Knowledge of the roles and responsibilities of members (Committees, Boards, Steering Groups etc)
- Have experience of website management and maintenance
- Have experience of event management and co-ordination
- Access to car and hold a full Irish driver's licence.

### **Standard Clauses**

The post holder must at all times carry out their responsibilities with due regard to Treoir's Equal Opportunities Policy and Safeguarding Policy.

The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times

The post holder must respect the confidentiality of data stored electronically and by other means in line with General Data Protection Regulations. (GDPR)

### **Confidentiality**

The Project Coordinator will be expected to maintain confidentiality at all times in the work of the Project.

### **Conditions of the Post**

- The post will be full-time (i.e. 35 hours per week) for a period of two years, subject to continued funding by Tusla—Child and Family Agency.
- Normal hours of work are 9.00-13.00 and 14.00-17.00pm Monday to Friday, but the employee must be willing to work some evenings and a limited number of weekends during the year. Overtime is not paid, but time off in lieu is given for all hours worked in excess of the normal working week on an hour-to-hour basis, with prior approval of the line manager.
- A 6 month probation period will apply.
- Two satisfactory references required, one of which should be from a current or most recent employer

### **Salary Scale**

The salary offered for this position will be commensurate with experience €38,000 to €41,000 per annum.

### **Holidays**

Employees will be entitled to 25 days' holiday per annum in addition to public holidays. The leave year begins on 1<sup>st</sup> January each year. Annual Leave must be approved in advance in line with the Leave Policy in operation in the organisation.

### **Garda Vetting**

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

This post is kindly supported by Tusla

