

Boyle Family Resource Centre CLG

Job Description

Post: Community and Family Development Support Worker (Maternity Cover)

Overall Purpose of the Role:

To support and work with the Board of Directors of Boyle FRC CLG, Manager, the staff and volunteers to implement the Centre's plan of work; through its aims and objectives, Service Level Agreement and identified needs.

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.

To provide family support to children, individuals and families.

To network with service providers and other agencies and be actively involved in relevant interagency work.

Key Areas of Work:

Community Development

- Determine the needs of Boyle FRC catchment area and implement a work plan to meet these needs.
- Develop and facilitate relevant community development, leadership or capacity building training in the community.
- Organise and facilitate training for the community and community groups.
- Support local community groups.
- Knowledge of relevant funding streams and grant applications.
- Support and work with the volunteers of the Centre.
- Support the development and delivery of programmes and training to various groups and target groups as appropriate.
- Outreach the services of Boyle FRC.

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 family support and information to individuals and families attending Boyle FRC.
- Work as part of the team to deliver and develop relevant Family and Parent Supports.
- Work with and liaise with other agencies and organisations.

Boyle FRC

- Prepare monthly written reports for Manager including notes/minutes from meeting with other agencies where appropriate.
- Attend weekly team meeting and quarterly staff meetings and other training, planning days as requested.
- Identify, develop and promote policies and procedures as part of the team.
- Work within the policies, procedures and governance of Boyle FRC.
- Accountable to the Board of Directors through regular support and supervision with the Manager and BOD as required both orally and written.
- Meet with Manager on a weekly basis for planning and reporting.
- This position is part of the staff team responsible for the day to day running of Boyle FRC.
- Participate in ongoing training and development when requested and where it enhances the delivery of services and in the continued professional development of staff.
- Link in with all existing staff of the Centre.
- Promote communication and networking.
- Any other tasks as requested by Manger and/or Board of Directors.

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Details of Post

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Details of Post:

- Full time Post 3 days per week (21 Hours)
- This position is a maternity leave contract (minimum 26 weeks)
- Probation period of 6 months with reviews being held at 3 months and 6 months,
- Garda Vetting is essential.
- The normal working hours are 9am to 5pm with lunch 1pm to 2pm; evening and weekend work will form part of the work for which time of in lieu is applied.
- Flexibility is essential.
- Annual Leave is 25 days per annum (prorata) and includes shut down periods over Christmas/New Year and in August.
- Salary for this position is €33,489 per annum prorata.

**Boyle Family Resource Centre CLG
Person Specification**

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Title	Essential	Desirable
Skills and Abilities	<ul style="list-style-type: none"> • Group Work and facilitation Skills • Excellent people skills • Interpersonal and Communication Skills • Ability to work on own initiative • Ability to make decisions • Organisational, planning and prioritising skills • Efficient time management skills • Ability to complete applications forms for funding etc. • Report and note writing. • Computer Skills • Own Transport and a full drivers licence. • Flexibility 	<ul style="list-style-type: none"> • Financial management skills • First Aid • Health and Safety Training • Child Protection • Meitheal
Experience and Knowledge	<ul style="list-style-type: none"> • Minimum of one year paid family support, community development or similar work. • Understanding of family and parent support in a community setting. • Understanding of Community Development principles and practices. • Experience of setting up new initiatives. • Knowledge of Local Authority and Tusla structures. • Working with different target groups. • Working as part of a team. • Developing and delivering programmes for all target groups. 	<ul style="list-style-type: none"> • Experience of voluntary work. • Experience of working with and supporting volunteers.
Education and Knowledge	<ul style="list-style-type: none"> • Relevant qualification in Community Development, Family Support, Social Care or other relevant discipline. 	<ul style="list-style-type: none"> • Minimum Level 7
Personality	<ul style="list-style-type: none"> • Non Judgemental • Positive outlook • Good Social Skills • Respectful, patient and good listening skills. • Friendly and Confident. • Maintaining confidentiality and boundaries. 	
Values	<ul style="list-style-type: none"> • Respect and value other peoples thinking and values. • Honest and trustworthy. • Understanding of poverty and disadvantage. • Committed to family and parent support through the ethos of community development • Encouraging and empowering • Understanding of equality. 	