

Mid-West Simon Community: Team Leader Migrant Programme **(<https://www.activelink.ie/node/109353>)**



Mid-West Simon Migrant Programme

Job Title: Team Leader Migrant Programme / Accommodation Support for Families

Reports to: Regional Manager

Location: Limerick

Contract: 12 months, 35 hours a week, Monday to Friday

Salary Details: €38383.80

Job Purpose:

The Team Lead will develop and manage the Mid West Simon Community Migrant Programme and Self Accommodation Services for families.

Main Duties & Responsibilities

- To lead and motivate staff and volunteers, including student placement and promote trauma-informed practices throughout the service.
- Review and report fortnightly timesheets for Regional Managers.
- To maintain relationships with all stakeholders.
- Management of Health and Safety.
- Ensure compliance with Mid West Simon policies and procedures.
- Complete reports as required.
- Actively participate in training.
- To attend meetings.
- To establish good communication structures.
- Conduct regular reviews of the service to ensure that the project achieves the targets set out in relation to the performance indicators and standards for the service.
- Be part of the on call team.
- To promote joint working with other agencies and service providers to enhance the range of options offered to individuals.
- To maintain all recording systems.
- To support homeless families in sourcing self accommodation.
- To undertake other duties as may be requested by line manager.

Person Specification:

Essential Criteria

- Excellent computer skills.
- Supervisory experience.
- Experience working with migrant and homeless groups.
- Excellent communication skills.

- Full clean driving licence, with access to own car.
- Ability to work on own initiative.
- Attention to detail.

Additional benefits:

Company Birthday Day, Christmas Shopping Day, Access to pension scheme after 1 year.

To apply:

CV and Cover Letter to be submitted to alan.kavanagh@mwsimon.ie (<mailto:alan.kavanagh@mwsimon.ie>) by 5pm, 11th July 2024. Interviews to be held 16th and 17th July.

All job offers will be subject to Garda vetting.

Mid West Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.

Region

Limerick

Date Entered/Updated

4th Jul, 2024

Expiry Date

18th Jul, 2024

Source URL: <https://www.activelink.ie/vacancies/community/109353-mid-west-simon-community-team-leader-migrant-programme>