

Pobal: G3 Co-Ordinator – Programme Management Unit 3 **(<https://www.activelink.ie/node/109371>)**



Programme Management Units 1-4 – Co-Ordinator – Grade 3

About Pobal

Pobal works on behalf of Government, and in conjunction with communities and local agencies, to support social inclusion and local and community development. We do this by managing funding and providing support for programmes in the areas of Social Inclusion and Equality, Inclusive Employment and Enterprise, and Early Learning and Care.

Pobal is an Equal Opportunities Employer and welcomes suitably qualified applicants from all sections of society. Further information on how Pobal promotes Equality, Diversity &

Inclusion (EDI) throughout our workplace for our staff can be found via this link. **[Equality, Diversity & Inclusion Statement](https://www.pobal.ie/app/uploads/2023/06/EDI-for-JDs.pdf)**
(<https://www.pobal.ie/app/uploads/2023/06/EDI-for-JDs.pdf>)

About Social Inclusion and Employment Operations

Social Inclusion and Employment Operations delivers high quality programme supports and grant management services. We are expert in the management of programmes, funding and relationships. We lead in delivering excellent and continuously improving services that meet the needs and expectations of our customers, users and partners. Through our services and supports we work to equip our partners to meet programme requirements and deliver

Role Coordinator

Directorate Social Inclusion & Employment

Hub Programme Development and Management

Unit Programme Management

Grade 3

Reporting to Manager

Background

The Programme Management & Development Hub is a set of business units combined to provide integrated capability to address design, planning and delivery of fit-for-purpose programmes, business systems and development projects.

The coordinator role is within one of four Programme Management Units that are responsible for development and management of a portfolio of programmes.

The role is specifically associated with the Sláintecare Integration Innovation Fund (SIIF) and will involve the provision of case management and monitoring of a portfolio of projects funded across various rounds of SIIF funding.

As well as the assigned portfolio, units are also responsible for addressing allocations of new business projects and working in conjunction with Funder Liaison in terms of new business assessments.

Programme Management Units work together to develop and apply common methods and templates to programme

governance and management and maintaining programme subject matter expertise.

Role Purpose

The Programme Management Unit is the programme owner on behalf of Pobal, and will lead, develop and enhance programmes across the lifecycle from design and planning, including programme requirements, change requests and the associated budgets for implementation to full operationalisation. The coordinator will be responsible for ensuring the delivery of programme outcomes, including the establishment and maintenance of appropriate governance and assurance, monitoring progress and addressing risks and issues.

They will also be responsible for developing programme knowledge and in the processing of programme changes, as well as managing design and implementation challenges.

They will further contribute to the development and management of a strategic approach to programme operationalisation over the coming years, to ensure the effective and sustainable delivery of programmes.

A key element of this specific Co-ordinator role is engagement with a caseload of SIIF funded projects and the management of grantee and other stakeholder relationships.

The responsibilities of the coordinator outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with business requirements.

There may be a requirement for the successful candidate to be agile and assist in supporting other areas of Social Inclusion and Employment in their role as a Coordinator. This may mean supporting other Teams, for a time, where business needs dictate and as directed by the Management Team.

The complete job spec, application form and further information can be found on the Pobal website: [Pobal Job Vacancies \(https://www.candidatemanager.net/cm/p/pJobs.aspx?mid=CXAZCXY&sid=YYGTF\)](https://www.candidatemanager.net/cm/p/pJobs.aspx?mid=CXAZCXY&sid=YYGTF)

Terms & Conditions of Employment

Salary Grade 3 salary scale (€56,557 - €71,227)

Contract Type Fixed Term Contract until December 31st 2025, subject to continuing government funding

Probation A probationary period of six months will apply

Pension Defined contribution pension scheme

Annual Leave 26 working days, exclusive of public holidays

Travel & Subsistence Travel and subsistence will be paid at public sector rates

Location The role will be located at any Pobal Office.

Blended Working Policy: Pobal can offer combination of office based and remote working either from home or a pre-approved business hub on the island of Ireland

Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Those candidates whose applications, in the opinion of the review panel, appear best suited to the position will be short-listed for interview.

Deadline for application: **July 26th, 2024**

Applications will not be accepted after the closing date

Region

TBC

Date Entered/Updated

5th Jul, 2024

Expiry Date

26th Jul, 2024

Attachment

[Social Inclusion and Employment G3 Co-Ordinator - Programme Management Unit 3 Job Description.pdf](#)

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863.69
KB

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