

Quarryvale Family Resource Centre: Centre Operative **(<https://www.activelink.ie/node/109686>)**

Full-time Centre Operative

Employer: Quarryvale Family Resource Centre.

Post: Centre Operative.

Responsible to: The Centre Manager.

Hours: 37½ hours/week.

Not including e.g. lunch breaks.

Will include some evening and weekend work.

Overall purpose of the job

To work with the Voluntary Board of Directors, Manager and other staff to achieve the aims and objective of the Centre. To have the overall responsibility for the maintenance, upkeep and light repairs of the centre. To resource and develop the work of the Centre. This post is part funded by the Pobal Community Services Programme.

As part of the CSP programme applicants are invited from the following categories only:

- Person in receipt of Disability Allowance, Invalidity Pension or Blind Person's Pension.
- Person in receipt of Jobseeker's Benefit (JB), Jobseeker's Assistance (JA), One Parent Family Payment (OPF) or the Jobseeker Transitional Payment.
- Stabilised and recovering drug misuser.
- Person with conviction/s who is in contact with the Probation Service.
- Person employed from Tús, Gateway, Community Employment (CE) and Job Initiatives (JI) schemes is deemed eligible but cannot simultaneously hold a CSP and Tús/Gateway/CE/JI/RSS position. Former RSS worker who was previously CE participant is also eligible.

Quarryvale FRC

Quarryvale Family Resource Centre is based in North Clondalkin near Liffey Valley Shopping Centre. Our geographical catchment area is Dublin Mid-West. The Centre opened in 2001 and the supports and activities we provide are developing on an on-going basis. We currently operate from two premises. Quarryvale FRC is part of the national Family and Community Services Resource Centre Programme funded by Tusla, Ireland's largest community-based family support programme.

Our activities and supports include family supports, adult education, therapeutic services, a food bank, a pre-school, life-skills programmes, social activities, suicide prevention programmes, problem gambling prevention programmes, a community garden, information and advocacy, and mental and physical well-being programmes.

We work collaboratively with a number of community, voluntary and statutory groups, organisations and agencies.

Main areas of work

- Opening and closing premises.
- Preparing rooms, including the childcare service, for their activities.
- Keeping outside areas clean, including basic landscaping in our allotment area.
- To keep the building in good repair, inside and out, including painting, cleaning windows, and minor repairs.
- Be available to transport and pick up items, (e.g. to do recycling or pick up food donations).
- To support other members of staff with their work, in particular the housekeeper and the receptionist when they are e.g. on a break or on annual leave.
- To notify the Manager of any maintenance issues and repair needs that require outside professionals.
- To participate in the general work of Quarryvale FRC.
- Any other tasks to further develop the work of Quarryvale FRC as agreed with the Manager and the Voluntary Board

of Directors.

Person specification

- Minimum three years' experience of relevant work.
- Responsible, reliable and a good time-keeper.
- Full, clean driving licence and access to own car, (mileage will be paid).
- An understanding of community development and the importance of confidentiality.
- An affinity with the ethos and values of Quarryvale FRC.
- Enjoys working in and contributing to a team.

Employment details

- This is a permanent contract subject to continued funding.
- There is a probationary period of six months which can be extended.
- Salary is €25,755.
- Annual leave allowance is 21 days per calendar year with minimum two days to be taken at Christmas.

To apply

- Please email your CV and a covering letter to Karin Jonsson at manager@quarryvalefrc.ie (<mailto:manager@quarryvalefrc.ie>) including confirmation of eligibility.
- Deadline for applications is Thursday 22nd of August 5 p.m.
- Interviews will take place the week of the 2nd of September.
- Shortlisting will apply.

Quarryvale FRC is an equal opportunity employer and does not discriminate against individuals based on gender, age, race, colour, nationality, ethnic or national origin, religion, marital status, family status, sexual orientation, disability, or membership of the Traveling community.



Region

Clondalkin, Dublin 22

Date Entered/Updated

22nd Jul, 2024

Expiry Date

22nd Aug, 2024

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