

WALK: Programme Coordinator (Day Supports) **(<https://www.activelink.ie/node/110373>)**



WALK Day supports are seeking applications for the Programme Coordinator position (Specified Purpose Contract).

Programme Coordinators are key drivers and champions in the organization's efforts to ensure people supported have the best possible life.

A detailed role description is attached.

General Role Outline:

WALK Day Supports are delivered across Dublin. The Programme Coordinator will be responsible for the oversight and management of day-to-day operations in number of locations and have other assigned duties in line with organisational needs. It is a key role within the leadership structure of the organisation and in ensuring person centred approaches are inherent in the thinking and practice of staff and in the provision of our models of support. The person will work collaboratively with the Operations Lead and Director of Services & Practice Developers in the evolution of day support services.

Eligibility criteria

- Third level qualification in a relevant professional or management discipline.
- Have at least 4 years' experience, period of which should be in a Leadership role.
- Experience leading a team to support adults with Intellectual Disabilities and/or Autism.
- An understanding of WALK's Vision, Values, Ethos and Mission and a positive vision for the future
- Have excellent interpersonal and communication skills.
- Have experience of Coaching and Mentoring staff, and encouraging problem solving behavior in teams
- Have experience of managing stakeholder relationships, to maximize meaningful opportunities available to the people we support.
- Have a good knowledge of the New Directions standards and EASI tool process.
- Have a commitment to ongoing career development and a willingness to undertake leadership training and mentoring.
- Be flexible to work across Service locations in the Dublin area.

How to apply:

To apply for the role, please send a copy of your cover letter and CV to recruitment@walk.ie (<mailto:recruitment@walk.ie>) by 5pm on Monday 02/09/24.

Interviews will be held in person.

Region

Dublin

Date Entered/Updated

21st Aug, 2024

Expiry Date

2nd Sep, 2024

Attachment	Size
<u>Programme Coordinator Job Description.docx</u>	33.82 KB

Source URL: <https://www.activelink.ie/vacancies/community/110373-walk-programme-coordinator-day-supports>