

## **St Matthews Family Resource Centre: Coordinator** **(<https://www.activelink.ie/node/110623>)**

**ST MATTHEWS FAMILY RESOURCE CENTRE CLG**  
**Drumfinn Park, Ballyfermot Dublin 10**

Require a

### **COORDINATOR**

**35 hrs per week**

**Salary from €50,000 per annum depending on experience**

St Matthews Family Resource Centre is a neighbourhood community owned resource centre providing a range of adult education, parenting and counselling services for the people of Ballyfermot. We are funded under the national Family Resource Centre Programme.

### **Essential criteria**

- A good understanding of Family Support work in a community based setting
- Good organisation skills
- A good understanding of financial management and planning
- Experience of staff supervision in a team environment
- Proven record in accessing funding
- Experience of working with a voluntary Board of Management
- Excellent interpersonal skills
- A 3rd level qualification in community development, family studies or relevant discipline or equivalent work experience.

For further information and **application form** please contact [vbom9191@gmail.com](mailto:vbom9191@gmail.com) (<mailto:vbom9191@gmail.com>)

**Completed application forms should be sent  
by post to arrive no later than Friday September 20th**

**to;**  
The chairperson,  
St Matthews Family Resource Centre  
5, Drumfinn Park  
Ballyfermot  
Dublin 10

St Matthews Family Resource Centre is an equal opportunities employer  
This post is funded by Tusla, the Child and Family Agency

**Region**  
Ballyfermot, Dublin 10

**Date Entered/Updated**  
3rd Sep, 2024

**Expiry Date**  
20th Sep, 2024