

## **Society of Saint Vincent de Paul: Adult Programmes Coordinator (Part Time) - Galway (<https://www.activelink.ie/node/111547>)**



### **Adult Programmes Coordinator; Galway**

**Reference No:** VA382

**Location:** Croí na Gaillimhe Resource Centre, 1 Mill Street Galway, H91 AK65

**Duration:** Permanent Part-Time

**Hours:** 21 hours per week

**Published:** Tuesday 15th October 2024

**Closing Date:** Midnight Tuesday 29th October 2024

An exciting opportunity has arisen for an experienced Adult Programmes Coordinator to join Croí na Gaillimhe Resource Centre.

This role is part of the Society Children and Family Services Team. Reporting to the Manager of Croí na Gaillimhe Resource Centre, the purpose of this role is to implement the Resource Centre's Work Plan. The Adult Programmes Coordinator will coordinate and oversee all educational & developmental classes and groups for adults e.g. Failte Isteach conversational English classes, a men's group, wellness programmes and any additional programmes developed in response to identified needs in the community/SVPs.

This is a great opportunity to join one of Ireland's largest voluntary organisations and make a difference in your community.

### **Why work with SVP?**

#### **SVP Benefits**

**All SVP Benefits are subject to the prevailing policy and associated length of service requirements**

- 23 days annual leave for all staff; Additional day's leave at 5, 10, 15 & 20 years, with a cap of 27 annual leave days
- Pension: 5% employer and employee contribution with an option to increase to 7% on a matching basis
- 2 discretionary days (Good Friday & Christmas Eve)
- Group discount for Hospital Saturday Fund (HSF)
- Paid Sick Leave: Sick Pay following 13 weeks, with entitlement increasing with length of service (Subject to terms of policy)
- Education Support for job relevant courses (Subject to terms of policy)
- Paid Maternity & Paternity Leave (18 weeks full maternity leave pay for staff with more than 12 months service & 2 weeks full paternity leave pay for staff with more than 12 months service)
- Employee Assistance Programme
- Life Assurance – four times annual salary
- Life Appreciation Recognition: Additional one-off 5 days annual leave allocated in year that 25-, 30-, 35- & 40-years' service achieved, plus €250 voucher
- Christmas Voucher: €250 voucher for all staff (Subject to terms of policy)
- Retirement: Staff with 10+ years' service will receive a €250 voucher on retirement
- Hybrid/Flexible Working Available: SVP support and embrace Flexible Working, including working from home, in line with the SVP Flexible Working Policy (Where appropriate and subject to role requirements and policy)
- SVP Experience Day: Up to one discretionary day per year to experience a different aspect of the work of SVP

(Subject to conditions)

## The ideal candidate will possess the following:

- Minimum FETAC Level 5 in Social Care / Adult and Community Education / Community Studies or other relevant discipline is essential.
- Further 3rd level education in one of the above disciplines or other relevant and related qualifications would be beneficial
- Experience and knowledge of the Safety Health and Welfare at Work Act 2005
- A minimum of 3 years' experience of working with in a community setting is essential.
- Experience of programme development and group coordination focusing on the personal and/or educational and/or emotional and social development of the individual is essential.
- Strong interpersonal and communications skills, with the ability to interact compassionately and effectively with older adults and their families.
- Experience of implementing, monitoring and evaluating programmes.
- Experience of working with interagency working groups
- Experience of sourcing funding.
- Ability to work on own initiative
- Patient and collaborative nature

## ABOUT SVP:

SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of over 12,000 volunteers and 700 staff, it is strongly committed to working for social justice and advocates the creation of a more just and caring society. SVP employs people to support volunteers in a variety of settings including housing, community care, shops, administration and other specialist areas

## How to Apply:

If you meet these requirements and have the desire to join one of Ireland's best known, trusted and respected not-for-profit organisations, please complete the online application [www.svp.ie/careers/work-with-us](http://www.svp.ie/careers/work-with-us) (<http://www.svp.ie/careers/work-with-us>).

Appointment is subject to satisfactory references and Garda Vetting. Canvassing will not be accepted and may lead to disqualification. Due to the large volume of applications, we are not in the position to provide individual feedback to candidates who are not shortlisted.

### SVP is an Equal Opportunities Employer

#### Region

Galway

#### Date Entered/Updated

15th Oct, 2024

#### Expiry Date

29th Oct, 2024

#### Attachment

[JD Adult Programmes Coordinator Aug 2024.pdf](#)

#### Size

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