

Lifestart Supporting Parents Leitrim, Sligo & West Cavan: Assistant Manager (<https://www.activelink.ie/node/113073>)



Assistant Manager

Position: 35 hours per week

Contract: Permanent (subject to annual funding)

Reporting to: Regional Manager

Location: Sligo town & Drumsna, County Leitrim.

Job Description

Main Tasks and Responsibilities:

To be committed to the ethos and mission statement of Lifestart Supporting Parents Leitrim Sligo and West Cavan CLG.

- To gain a working knowledge and understanding of the Lifestart Growing Child Programme and other relevant parent support programmes and strategies.
- To support Family Visitors within their role.
- To liaise and work in partnership with relevant agencies at a local level and regional level.
- Promote and raise the profile of Lifestart Supporting Parents Leitrim Sligo and West Cavan CLG.
- Represent LSP at relevant meetings.
- To assist the Manager with updating the organisation's policies & procedures
- To work closely with the Regional Manager to coordinate and lead staff.
- To gain and apply a working knowledge of the principles, values and structures of Lifestart Supporting Parents Leitrim, Sligo & West Cavan.
- To adhere to the policies and procedures of the organisation
- To act as the organisation's Deputy Designated Liaison Officer
- To maintain confidentiality in relation to the Lifestart Supporting Parents organisation at all times.
- To work collaboratively with staff as part of a team.
- To provide leadership as required, in furthering the Lifestart Supporting Parents Programme.
- To take on designated Regional Manager's duties when the Regional Manager is absent.
- Assist the Manager to prepare reports for funders and submit funding applications.
- Manage specific projects
- Other duties may be assigned by the Regional Manager from time to time according to the needs of the organisation

Person Specification.

Essential Criteria:

- A third level qualification in a related field; Early Childhood Care & Education, Health & Social Care, Community Development, Health Promotion or equivalent.
- 2 years' employment in a relevant leadership role
- An excellent understanding of child & family policies, legislation and structures in Ireland
- A well-developed analysis of family health & well-being
- A Full driver's licence and use of a car.

Desirable:

- Knowledge/experience of child development from birth to 5 years old
- Experience of working as a 'Children First' Designated Liaison Person
- Facilitation skills and experience
- An awareness/ experience of the Meitheal process
- Experience of home visits and family support
- Experience of policy review and development

Skills:

- A team player with good interpersonal skills and the ability to engage with a range of people and organisations.
- Excellent written and oral communication skills.
- Strong project management, organisation skills as well as attention to detail.
- High level of computer literacy and competency in Word, Excel and PowerPoint.
- Experience of managing budgets.
- Experience in using social media platforms.
- Ability to remain calm under pressure, and respond quickly to changing demands and demonstrate strong skills in prioritisation and time management
- Display a positive manner and integrity, confidentiality and commitment

Remuneration and Benefits

The salary for this position is: €35,964.54 P.A

Opportunity to avail of continuous professional development training specific to the role as deemed appropriate.

The complete list of terms and conditions will be made available to the candidate offered the role.

To apply:

Please send your CV and cover letter, outlining how you match the above criteria, by email tcadmin@lifestartsp.ie (<mailto:admin@lifestartsp.ie>)

Deadline for receipt of applications is 5pm on Wednesday 5th February 2025. Shortlisting will apply.

Region

Sligo Town & Drumsna, Co Leitrim

Date Entered/Updated

13th Jan, 2025

Expiry Date

5th Feb, 2025

Source URL: <https://www.activelink.ie/vacancies/children-youth/113073-lifestart-supporting-parents-leitrim-sligo-west-cavan-assistant-manager>