

Finglas Cabra Local Drug & Alcohol Task Force: Project Officer **(<https://www.activelink.ie/node/113187>)**



Job title: Project Officer (full-time)

Employer: Finglas Cabra Local Drug & Alcohol Task Force CLG

Main aim of the job:

To lead the community engagement work of the Task Force in Finglas.

Objectives of the job:

- To coordinate community response to the impact of substance use in policing forums with residents, An Garda Síochána, Fingal County Council, Dublin City Council in the local community.
- To achieve the optimal involvement by the local community at meetings, activities and events.
- To facilitate communication between local residents and relevant agencies that have a role in community development and the general improvement of the wellbeing of the community living in Finglas.
- To lead out locally on DRIVE – support for people and families experiencing drug related intimidation.

Duties include:

- Setting up policing forum meetings, chairing the meetings, recording agreed actions, following up on progress and updating subsequent meetings.
- Maintain supportive engagement with the network of individual residents and resident groups.
- Updating social media and website.
- To contribute to the effectiveness of all local structures contributing to community development in Finglas including the Local Drug and Alcohol Task Force, community groups etc as part of an inter-agency approach.
- Any other duties that might be required by the Task Force in supporting a community response to substance use issues.

Location of the job:

Drug & Alcohol Task Force Office in Cabra. Policing forum work is in Finglas.

Hours of work:

The normal working week will be 35 hours per week. Some evening work will be required for this position with time in lieu given.

Reporting relationship:

Reporting to the Coordinator of the Finglas Cabra Local Drug and Alcohol Task Force.

Nature of contract:

An annual contract will apply to the position following a successful 6 month probation period, subject to funding.

Salary: €45,000 + employer's statutory pension contribution

Person specification:

- Possess the professional values and commitment to addressing social issues using community development principals and methods.
- Have knowledge of the work of Drug & Alcohol Task Forces.
- Completion of a minimum of QQI level 7 accredited or equivalent training in restorative practise, community development, youth work or a related field
- Have good organising skills
- Be confident speaking in public forums
- Have a good writing ability including minute taking
- The post involves some planned evening work
- **Desirable:** Some Restorative Practice and / or Mediation experience
- Have a full driving licence and the use of a car for work

The post holder will be subject to Garda Clearance. We are an equal opportunities employer and we welcome applications from people with lived experience and people from diverse community backgrounds.

**Please send CV and cover letter to coordination@finglascabraldtf.ie
(<mailto:coordination@finglascabraldtf.ie>)**

Region

Dublin 7

Date Entered/Updated

16th Jan, 2025

Expiry Date

16th Mar, 2025

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