

South Inner City Drugs and Alcohol Task Force: Expressions of Interest (<https://www.activelink.ie/node/113601>)



SICDATF is seeking financial management and administration support from an external organisation.

The South Inner City Drugs and Alcohol Task Force would like to invite organisations in the SICDATF catchment area to submit an Expression of Interest to provide the SICDATF with financial management and administration support. This is open to organisations working in the south inner city community who share the ethos of the SICDATF and do not have a conflict of interest i.e. receive HSE section 39 Addiction Service funding. A hosting fee will be agreed upon with the HSE Addiction Services HSE Dublin & Midlands & HSE Dublin & South East

See the website link for more information. <https://sicdatf.com/> (<https://sicdatf.com/>)

Vision

A South Inner City, where the harms caused, to individuals, families and communities by substance misuse are reduced and public health and safety are protected.

Mission

Coordinate quality services that enable healthy, safe, and resilient communities across the South Inner City.

SICDATF

South Inner City Drug and Alcohol Task Force (SICDATF) was one of 14 Local Drug and Alcohol Task Forces (LDATFs) set up in 1997 to facilitate a more effective response in communities experiencing the highest levels of substance misuse. The funding to support the work of the SICDATF is allocated by the Drugs Policy Unit (DPU), the Department of Health and the HSE National Social Inclusion Office. SICDATF identifies the funding allocations based on the needs of communities and individuals and recommends this to the HSE Addiction Services for approval annually. Monitoring, evaluating, and assessing the impact of these funded projects and their continued relevance to the SICDATF strategy is an ongoing priority. SICDATF is committed to community advocacy, quality standards in service provision, the promotion of human rights-based approaches, helping services be sustainable, supporting staff and people using services, and building interagency partnerships with stakeholders in the SIC.

The SICDATF seeks to enhance its governance structures and operations through a third-party contract .

Key objectives:

- To provide financial and administration support and host administration hours for the SICDATF – we would require that personnel are an HSE Grade IV clerical equivalent with knowledge and expertise to undertake this work.
- To support the work of SICDATF under a contract of work.
- To process payments and payroll under the Operational budget and the Strand One budget and additional grants.
- To liaise with the SICDATF management group and the coordinator to provide quarterly financial reports.
- To assist with the preparation of the annual audited accounts.
- To provide administrative support for the Task Force meetings – this will include meeting preparation, minute taking and assisting with presentations, training and events.
- To assist with the preparation of the funded projects' quarterly returns.

Expression of Interest process:

- Please provide a letter from your Board of Management to confirm the Expression of Interest.
- If you wish to submit additional supporting documentation, please do so and state why it is relevant to the submission.

- The closing date for this process is March 28th.
- Any questions or queries must be submitted in writing to the Task Force Coordinator by e-mail Sicdatf1@gmail.com (<mailto:Sicdatf1@gmail.com>)
- Please be advised supporting documents may be requested for due diligence purposes.

Guidance notes

The organisation will not be a member of the SICDATF committee.

The organisation will not make decisions regarding the SICDATF budgets.

The final decision will need to be approved by the HSE Addiction Services, HSE Dublin & Midlands & HSE Dublin & South East.

Region

Dublin

Date Entered/Updated

5th Feb, 2025

Expiry Date

28th Mar, 2025

Source URL: <https://www.activelink.ie/vacancies/tenders/113601-south-inner-city-drugs-and-alcohol-task-force-expressions-of-interest>