

Castlerea Community and Family Resource Centre: Project Coordinator (<https://www.activelink.ie/node/113792>)



Patrick St, Castlerea, Co. Roscommon

Applications are invited for the post of:

Project Coordinator

12 month contract

The Project Coordinator will work closely with the Voluntary Board of Management to implement the workplan of Castlerea Community and Family Resource Centre, co-ordinate the work of the FRC and ensure overall development of the centre.

The ideal candidate should have:

- A relevant third level qualification – minimum Level 7 (for example, Social Care, Family Support Practice or Community Development)
- A minimum of 3 years' experience, post qualification.
- Experience of managing, supervising and supporting staff.
- Proven experience in accessing funding.
- Experience of financial management.
- Excellent IT, social media and report writing skills
- Access to own transport and a full clean driving license.

This position is full time, 5 days per week.

Salary will be commensurate with qualifications and experience and will not be less than point 1 on the FRC salary scale (€42,666).

To request further information and job description please contact:

Email: castlereacfrc@gmail.com (<mailto:castlereacfrc@gmail.com>)

Tel: [086 4615537](tel:0864615537) (<tel:0864615537>)

Closing date and time for receipt of applications is Monday 27th February at 5pm.

Interviews will take place in March 2025.

Applications will only be accepted with CV and Cover Letter.

This project is an equal opportunities employer.

This position is funded by TUSLA Child and Family Agency.

Region

Co Roscommon

Date Entered/Updated

13th Feb, 2025

Expiry Date

27th Feb, 2025

Source URL: <https://www.activelink.ie/vacancies/community/113792-castlerea-community-and-family-resource-centre-project-coordinator>