

Pobal: PDU Development Co-Ordinator (Seniors Alert Scheme) **(<https://www.activelink.ie/node/114252>)**



Role: PDU Development Co-Ordinator (Seniors Alert Scheme)

Directorate: Social Inclusion and Employment

Unit: Programme Delivery Unit - Health and Wellbeing

Grade: 3

Reporting to: Manager – Assessment and Performance Unit

Background

The Programme Delivery Units (PDUs) will lead the operational delivery of programmes from the beginning to the end of the programme lifecycle. Each PDU will contain several programmes, grouped together thematically where possible. The PDUs will work together in developing and applying common methods and templates to standardise processes and procedures across the PDU's. The PDUs will actively collaborate with other SIE Units and Pobal Directorates to deliver on the remit and functions. The PDUs will be committed to continuous service improvement and promoting service excellence.

The Health and Wellbeing PDU will include a portfolio of programmes including:

- Department of Health programmes such as the Sláintecare Integration Innovation Fund, Healthy Ireland Fund and Drugs and Alcohol Task Force (tbc)
- Department of Children, Equality, Disability, Integration and Youth programmes such as Comhairle na nÓg and the Youth Services Grant Scheme.
- Department of Rural Community Affairs and Seniors Alert Scheme (SAS).

As well as the assigned portfolio, the Health and Wellbeing PDU will also work in conjunction with the Funder Relations and Business Development (FRBD) unit in terms of new business assessments that are assigned to the unit

Role Purpose

The Development Coordinator in the Health and Wellbeing Programme Delivery Unit will provide Service Excellence to our programme stakeholders and colleagues by building a deep understanding of their needs, requirements and expectations and consistently meeting, managing and exceeding their expectations in a professional, courteous and respectful manner.

The role in this instance relates to the Seniors Alert Scheme (SAS), a scheme to support eligible individuals over the age of 65 by enabling them to apply for a free personal monitored alarm via their local SAS registered community organisation.

The Development Coordinator supports the operational planning and delivery of the relevant programme of work (POW) and leads engagement with other internal units to enable effective operationalisation and delivery of programmes.

The Development Coordinator supports the delivery of high-quality case management through the programme life cycle i.e. contract/Caseload management, capacity building and programme supports, with a particular focus on Health initiatives.

The Development Co-ordinator will manage and support the SAS administration team, ensuring that the day to operational KPI's in respect of participant and organisation applications are adhered to.

S/he will ensure all team members are equipped with an accurate knowledge base to effectively deliver a high standard of

customer service when interacting with incoming queries from members of the public and SAS registered organisations.

The Development Coordinator will lead the delivery of high-quality supports through the programme life cycle i.e. application/appraisal processes, contract/Caseload management, capacity building and programme supports.

The responsibilities of the Development Coordinator outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with business requirements.

There may be a requirement for the successful candidate to be agile and assist in supporting other areas of Social Inclusion and Employment in their role as a Development Coordinator. This may mean supporting other Teams for a time, where business needs dictate and as directed by the Management Team.

Please see Job Description and Person Specification attached below.

Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Those candidates whose applications, in the opinion of the review panel, appear best suited to the position will be short-listed for interview.

The complete job spec, application form and further information can be found on the Pobal website: [Pobal Job Vacancies \(https://www.candidatemanager.net/cm/p/pJobs.aspx?mid=CXAZCXY&sid=YYGTF\)](https://www.candidatemanager.net/cm/p/pJobs.aspx?mid=CXAZCXY&sid=YYGTF)

Deadline for application: March 13th, 2025

Pobal is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society.

Region

Blended / Nationwide

Date Entered/Updated

6th Mar, 2025

Expiry Date

13th Mar, 2025

Attachment

[SI&E G3 PDU Development Co-Ordinator - Health and Wellbeing Job Description.pdf](#)

Size

979.4
KB

Source URL: <https://www.activelink.ie/vacancies/community/114252-pobal-pdu-development-co-ordinator-seniors-alert-scheme>