

Crosscare: Deputy Project Leader **(<https://www.activelink.ie/node/114423>)**



Position: Deputy Project Leader

The Employer:

Crosscare delivers services with a servant leadership ethos. Crosscare's Homeless, Youth, Information and Advocacy Teams support those most in need with Love, Respect and Excellence. Crosscare exists to support individual and families when they face difficult challenges in life and when they find it hard to get the help they need. Crosscare focuses on helping people when they need it most or when they can't find support anywhere else.

Location: Drumcondra

Work Schedule: Full Time 38.5 Hours

Contract: Permanent

Salary: €43,885 - €56,441 (depending on experience and qualifications)

Reporting to: Family Hub Manager

The Role:

The job holder will have responsibility for the effective delivery of Deputy Project Leader responsibilities of Family Hub Service

General Responsibilities:

- Promote an ethos of servant leadership, best practice, professionalism, accountability and ongoing learning within the Family Hub accordance with Crosscare's values, policies and procedures.
- Create and maintain a safe caring and stable environment for residents in line with best practice, ensuring that each resident receives the highest possible standard of care.
- Ensure relevant grant applications/reporting form etc. are submitted to funders within the requested timeframe.
- Represent the organisation at various committees relevant to the work.
- Maintain and develop community relationships.
- Be a contact for external service support providers.
- Liaise with families and other relevant services or agencies as required.
- Ensure that all reporting both internal and external is completed in a timely and efficient manner.
- Guaranteeing that Child Safeguarding Guidelines are at the core of Family Hub service provision.
- Facilitating good communication with relevant stakeholders to ensure specified and agreed outcomes are achieved.
- To assist in the compilation and coordination of reports and statistics including data bases.
- Ensure compliance with the provisions of the Health, Safety and Welfare at Work Acts 2005 and 2010 and other relevant legislation.
- Actively participate in the roll-out of the National Quality Standards, ensuring alignment with best practices and contributing to the continuous improvement of service quality.

Line Management Responsibilities include:

- Ensure staff members implement programmes in line with the funder's requirements.
- Ensure staff members is regularly engaging in key working sessions with residents
- Provide support/supervision to staff on a monthly basis.

- To record staff attendance and absences in accordance with terms and conditions and submit to Family Hub Service
- To ensure that comprehensive records relating to staff including annual leave, hours worked etc. are kept in a secure environment.
- Preparation of work schedules and rosters.
- To provide leadership and motivation, conducive to good staff relations.
- Any other reasonable duties as required by the Manager.

Qualification Required & Experience Required

- A minimum NFQ Level 7 degree qualification will be considered with additional training and experience as detailed below. Qualifications considered will be Social Care, Social Work and / or Addiction.
- A minimum of 4 years relevant work experience including 2 years working in the homeless sector
- A minimum of 2 years employed in a leadership role
- A minimum of two year's experience of providing formal supervision as well as practical experience of managing staff is essential to this role

Benefits:

- Competitive salaries
- Generous annual leave
- Additional leave for long service
- Training and Development Programmes
- Employee Assistance Programme
- Digital Doctor Service
- Competitive pension plan
- Bike to Work Scheme

In Crosscare, we approach our work with an attitude of service, showing love, care and kindness in all interactions with others. We treat people with a level of respect they will remember long after our service and support have been received. We strive for excellence in everything we do. Our clients, young people and service users deserve it.

Crosscare is registered with the Charities Regulator (RCN: 20169084) and the Revenue Commissioners (CHY-6262) Crosscare is the Social Care Agency of the Archdiocese of Dublin.

Detailed information on all aspects of our work is available a www.crosscare.ie (<http://www.crosscare.ie/>)

Application Process:

To apply, please upload a comprehensive CV and letter of application (one document) detailing your suitability for the role to the link provided.

Closing date for applications is March 31st d 2025

<https://login.hirelocker.com/crosscare/jobs/31665/deputy-manager-family-hub-closing-date-31-03-25-dublin>

Crosscare is an equal opportunities employer.

Garda Vetting will apply to this role.

By submitting your application you agree with Crosscare Privacy Policy.

Region

Drumcondra, Dublin

Date Entered/Updated

13th Mar, 2025

Expiry Date

31st Mar, 2025

