

## **Loughrea Family & Community Resource Centre: Meals on Wheels Support Worker (Part Time)** **(<https://www.activelink.ie/node/114699>)**



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Established in 2005 and opened in 2006, Loughrea Family and Community Resource Centre is one of the 121 Family Resource Centres funded under the Family Resource Centre Programme. The organisation is a company limited by guarantee with charitable status and is managed by a voluntary Board of Management, the members of which also act as Trustees of the organisation.

The vision of the organisation is of a strong, resilient, inclusive and empowered community informed by participation, social justice and collective wellbeing.

Loughrea Family & Community Resource Centre operates from the principles of community development and family support; using a community development approach, to provide supports and services that meet the needs of individuals, families and the community in a way that is participatory, empowering and collective.

**Loughrea Family & Community Resource Centre is recruiting for the following position:**

### **Meals on Wheels Support Worker**

#### **Part-Time 1 Year Fixed Contract**

We are looking for a dedicated and highly motivated person to administrate and support the Meals on Wheels Programme. The MOW support worker will report directly the FRC co-ordinator and periodically to the Board of Management.

#### **Key Responsibilities:**

- Recruiting, training and supporting Meals on Wheels volunteers.
- Maintain all records in relation to the operation of the Meals on Wheels programme including daily lists for the kitchen, payments from service-users and the issue of receipts.
- Reconciliation of monthly bank statement.
- Promoting the Meals on Wheels Programme in the Community. Ensuring that suggestions from service users and volunteers to improve the service are implemented as far as possible.
- Liaising and collaborating with other local & national organisations regarding older persons support services.
- Exploring and/or setting up of visitation / telephone support to older people who are experiencing isolation.

#### **Professional Development:**

- Participate in relevant training courses
- Attend regular meetings

#### **Organisational:**

- Work within the ethos and philosophy of the LFRC
- To work in line with FRC's policies, practice and procedures

## Requirements:

- Excellent administrative and organisational skills with the ability to prioritise workload and meet deadlines
- Outstanding communication skills both verbal and written
- Ability to work independently as well as collaboratively within a team
- Ability to build respectful and productive working relationships
- A proactive and enthusiastic attitude towards work
- Proficient in Microsoft Office Suite and Excel
- Valid work permit where relevant
- Full Driving Licence
- Experience in a similar role would be an advantage.

## General Duties:

This job description will be subject to review in light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

- To participate fully as a team member.
- To perform any other duties as may be deemed necessary by the Voluntary Management Committee from time to time.

LFRC is committed to providing equal opportunities for everyone and encourages applications from all sections of the community.

## Other Relevant Information:

### Hours of Work

The post will be part-time 17.5 hours per week. Your place of work will be at the Loughrea Family Resource & Community Centre, Piggott Street, Loughrea. Office hours are 9.30am-1pm Monday to Friday. Overtime will not be paid but time-off-in-lieu will be granted on an hour for hour basis. A six-month probation will apply.

### Accountability

- The Meals on Wheels Support Worker will be responsible to the Project co-ordinator and periodically to the voluntary Board of Management

### Confidentiality

- The MOW Support Worker will observe confidentiality at all times in relation to the business of Loughrea Family and community Resource Centre.

### Salary

- The salary will be €17,500 per annum.

Holiday entitlement will be 30 days per annum pro-rata over a twelve-month period.

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Application for the role, must be by Application Form only, CV's will not be accepted.  
To request an Application Form please email [coordinator@loughreafamilyresourcecentre.ie](mailto:coordinator@loughreafamilyresourcecentre.ie)  
(<mailto:coordinator@loughreafamilyresourcecentre.ie>)

Completed application forms must be returned to Loughrea Family and Community Resource  
[coordinator@loughreafamilyresourcecentre.ie](mailto:coordinator@loughreafamilyresourcecentre.ie) (<mailto:coordinator@loughreafamilyresourcecentre.ie>)

Closing date for applications is Thursday 3rd April 2025 before 4.00pm  
Interviews: Will be held 8th April 2025

The role is funded by the HSE

Loughrea Family & Community Resource Centre is an equal opportunities employer.



**Region**

Loughrea, Co Galway

**Date Entered/Updated**

27th Mar, 2025

**Expiry Date**

3rd Apr, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/114699-loughrea-family-community-resource-centre-meals-on-wheels-support-worker-part-time>