

## **Tallaght Addiction Support Project: Project Manager** **(<https://www.activelink.ie/node/115327>)**



Fettercairn CYC  
Fettercairn Road  
Tallaght  
D24 W92N  
Tel: 01 534 8340 (tel:015348340)  
[www.tasp.ie](http://www.tasp.ie) (<https://www.tasp.ie>)

### **Project Manager**

#### **Full – Time, 12-month contract**

The board of Tallaght Addiction Support Project (TASP) are recruiting a Project Manager. To oversee day to day operations & project development, as well as providing leadership and strategic guidance, in line with key priorities and needs of service users / wider community.

TASP is a community addiction support project, based in Fettercairn, West Tallaght. TASP provides one to one Supports, Group Work, Opiate Substitution Treatment and Counselling to individuals impacted by drug and/or alcohol use. TASP also provides a comprehensive family support service including Counselling and Alternative Therapies

### **Key Responsibilities**

1. To engage with and build trusting relationships with all clients at a formal and informal level to develop a viable and productive therapeutic relationship, always treating them with dignity and respect to ensure best outcomes, always working within the values and ethics of the Tallaght Addiction Support Project.
2. Provide leadership and line management to TASP staff and work as part of the team with regular and consistent communication, participating actively at all team meetings and supporting the ethos, philosophy, and methodology of the TASP Team.
3. Communicate effectively with prescribing GP to ensure maximum support and effective referral pathways for clients availing of Methadone Maintenance Treatment.
4. Review and evaluate the effectiveness of the services in TASP in collaboration with the Management Committee through mediums such as internal statistics, emerging trends, client & staff feedback, and audits, responding to presenting client needs and making recommendations for future service development.
5. Report to the Management Committee for support, performance appraisal, and work to establish effective HR policies and procedures.
6. Conduct thorough assessments with client caseloads, to put in place comprehensive care plans that address client's needs with a system of regular review.
7. Ensure that all relevant documentation, filing, statistics, and paperwork are in line with the aims and governance standards of the project. Provide one to one support for service users
8. Enhance overall service delivery by establishing links with external partner agencies in Tallaght and build relationships to assist in information sharing, inter-agency working and collaborative projects, in particular Tallaght Local Drugs & Alcohol Task Force (TDATF)
9. Promote Family Support by working collaboratively with already established family support services in Tallaght.
10. To ensure that all aspects of building maintenance, repair, and facility standards are addressed. Make recommendations for building improvements, repairs, and refurbishment, in keeping with TASP's Health & Safety policy and procedures.
11. To monitor and support staff case management ensuring that documentation is completed and all areas are being addressed with clients, that links are being made with the relevant internal and external services, and that a consistently high standard of care plans, key working assessments, case review and referrals are being carried out in line with the aims of the project.

12. To ensure that all administrative duties are conducted in accordance with the required timelines and procedures around time sheets, leave and absence records, rosters, and all other relevant paperwork.
13. To be actively engaged in continued personal development and training for the benefit of self, clients, management, and organisation, attending regularly at all clinical and line management supervision sessions.
14. Work with the Management Committee to ensure the service is delivering in all areas of Human Resources with Performance Management, Communications, and staff training.
15. Assist in the annual budget preparation for the service in conjunction with the Management Committee and funders. Manage service & staff performance in line with agreed priorities.

## **Person Specification**

### **Essential Education**

- Third Level qualification in Counselling/ Addiction studies or related field
- Accredited CRA or CBT therapist
- Proficient in Motivational Interviewing

### **Desirable**

- Recognised counselling qualification with accreditation, ACI or ICAP

### **Essential Experience**

- Three years' experience working within the drug and alcohol field
- Experience of working directly with service users
- Experience in line management supervision and performance appraisal
- Experience of the implementation and evaluation of care planning
- Experience of work in a Community based setting
- Experience of group facilitation
- Experience in providing statistics and reports

### **Knowledge & Skills**

- Knowledge and experience of clinical governance
- Knowledge of drugs and their effects
- Ability to communicate positively with client base
- Ability to take a non-judgmental approach to substance misuse
- Ability to deliver an emphatic approach to service users
- Understanding of connection between trauma and addiction
- Understanding of the connection between drug misuse and offending behaviour
- Knowledge of local, Irish, and European legislation in relation to data protection health, safety, and welfare

### **Competences Required**

- Strong interpersonal skills
- Clear written and verbal communication skills
- Strong leadership skills
- Skills to motivate and develop staff to deliver quality service
- Capacity to work effectively under pressure
- Committed to meeting the needs of excluded and marginalised people
- Ability to manage change and be responsive to evolving organisational change

*The above role descriptor is not an exact or exhaustive list of duties and responsibilities. The Board and Management may review this position from time to time, in line with emerging needs & priorities.*

## **Application process**

Applications comprising of detailed CV and letter, should be addressed to Michael Duff, Chairperson Tallaght Addiction Support Project: [mickduff@staengus.ie](mailto:mickduff@staengus.ie) (<mailto:mickduff@staengus.ie>).

**Applications by email only please**

**Subject: Project Manager (TASP)**

**Closing Date: 5pm on Friday 16th May 2025**

Late applications cannot be considered.

No individual correspondence will be entered into.

**Tallaght Addiction Support Project is an Equal Opportunity Employer.**

**The post is subject to Garda vetting**

**Region**

Dublin 24

**Date Entered/Updated**

29th Apr, 2025

**Expiry Date**

16th May, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/115327-tallaght-addiction-support-project-project-manager>