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**Gorey Family Resource Centre**

**Community Development Support Worker**

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| **Details of the post****Name of employer:** Gorey Family Resource Centre**Job title:** Community Development Support Worker**Salary:** Will be based on qualifications and experience, the first point on the scale for full-time hrsis €37145 **Location:** Gorey Family Resource Centre, Mc Dermott Street, Gorey, Y25KT98**Hours:** Part-time/Flexible based on candidates’ availability and Centre’s needs)**Days:** To be agreed**Reporting to:** Centre Manager **Contact:** 9-month fixed term contractAll Gorey FRC contracts are subject to continuous funding. *This post holder will be required to complete our Garda Vetting Process.* |
| **Overall Description:** Gorey Family Resource Centre is looking for a Community Family Development support worker to join our team on a 9-month fixed term contract. Gorey FRC develops and delivers a community-based response to the priority needs and issues relevant to the lives of people living in the target communities, thereby improving their quality of life. We support those within the Gorey and surrounding areas. The purpose of this job is to support and work with the manager, staff, volunteers and voluntary board of management to implement the Centres work plan; through the aims and objectives, service level agreements, and identified needs. To work in the community to determine the needs within the area, to build confidence of individuals, families and groups through supporting and developing relevant programmes and activities. The purpose of this role is to carry out tasks and duties required to ensure the smooth operation of Gorey Family Resource Centre. This includes managing day to day tasks, maintaining records, program coordination, and providing support to both staff and families who access the Centre. This role requires a highly organised individual who can work independently and as part of a team to ensure that community development and family support functions are carried out efficiently and professionally. |
| **Overall purpose of the post:** * To work as part of a team promoting participation by the general community in the day-to-day services activities and programmes operating within the Centre
* To provide support to families as directed by the Manager to designated groups operating within and outside the Centre
* To deliver planned outreach supports and service to the Riverchapel / Courtown area
* To work in conjunction with staff to deliver a range of health and wellbeing actions and to assist with the planning and delivering national events and programmes such as International Women’s Day, 16 days of action against domestic violence, Men’s Health week etc
* Work with individuals and families on a one-to-one basis supporting them to become involved in opportunities and programmes delivered by the Centre and or by other agencies, services and local groups.
* To be vigilant to any concerns regarding protection and welfare issues of children and to bring any concerns to the attention of the Centre Manager in a timely manner

**Key Areas of Work:**Implementation of outreach strategy:* To deliver planned outreach support services to local families in River chapel and Courtown area, include health and wellbeing programmes.
* To deliver supports to local families.
* To link and work with other local agencies to deliver supports to new communities, and particularly those experiencing exclusion from services and supports.

Support individuals, Parents and Groups:* Working with individuals on a one-to-one basis supporting them to become involved in opportunities and programmes delivered by the Centre and or by other agencies, services and local groups.
* To provide support and facilitation to designated groups operating within or outside the Centre, to include National celebration days.
* In conjunction with other staff working in the centre to deliver a welfare rights services to local individuals and families.
* To establish support groups to meet identified needs of parents.
* To identify, organise and facilitate annual events based on physical health, mental health and national awareness campaigns

Networking:* To participate in networking at local level and to engage with other FRC networking events as agreed by the Centre Manager
* To engage with the Wexford CYPSC with a view to being aware of supports and services for families

Administration and accountability:* To maintain records of work, undertaken with all groups, individuals and families
* To gather information, statistics and prepare reports on families worked with
* To work with the Centre Manager and other staff to ensure that all policies and procedures are adhered to
* To work as part of the team with the Centre Manager, and to participate in team or individual training opportunities or reviews as requested
* Assisting with the preparation and submission of funding reports and applications relevant to your role
* Contribute to the promotion and outreach efforts of the Family Resource Centre through local advertisements, and other community engagement initiatives

Confidentiality and Professional Boundaries* To always keep confidentiality in relation to the work of the Centre
* To understand and adhere to professional boundaries and practice self-care
* To always adhere to GDRP when working with information
* To adhere to Tusla policies and procedure pertaining to the safety and welfare of children

Other Duties * Contribute to a welcoming inclusive environment for all individuals, families and visitors
* Work in accordance with the Centre policies and procedures
* Check and respond to e-mails within timely manner
* Provide relevant information where appropriate
* Avail of and participate in training and development opportunities
* Work as part of a team, participate and actively contribute to planning sessions, meetings, reviews
* Contribute to building a strong team at local levels in the areas we work
* Keep diary of events
* Always observe confidentiality as appropriate
* Contribute to the maintenance of and provision of a clean and safe environment
* To undertake any other work that the Centre Manager and or VBOM deem necessary to the successful implementation of the Centre Work Plan as part of the team

**Note: This job description will be reviewed and updated in line with the needs of the Centre** |
| **Essential Criteria:** * Relevant level 7 qualification in Community Development, Social Care or other relevant discipline
* Demonstrates sufficient skills and experience in a similar role, preferably within a family support or community-based organisation
* Energetic and enthusiastic in their approach, flexible adapting to changing demands and priorities
* Ability to make decisions in a well-judged, logical and timely manner
* Takes initiative to complete tasks
* Excellent organisational skills with the ability to multitask and prioritise workload effectively, will understand the importance of time management and in particular how this translates to organising workload
* A people person with a positive attitude towards working under pressure to meet deadlines and volumes
* Excellent interpersonal and communication skills both strong verbal and written communication skills
* Ability to maintain confidentiality and handle sensitive information with discretion
* Proficient in Microsoft office, Word, Excel, and relevant software applications
* Ability to work independently and as part of a team
* Friendly and professional approach when interacting with staff, families, and the public
* Ability to always maintain a professional level of performance
* Ability to work within the mission and values of the Family Resource Centre, promoting inclusivity, respect, and community well-being
* A willingness and ability to learn new skills and take on new tasks
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| **Desirable Criteria:** * Previous experience working in a non-for-profit, or similar community-based environment
* Training in Welfare Rights or other relevant programmes
* Knowledge of community resources available to families, children, and vulnerable individuals
* Understanding of Community Development principles and practices
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| **To Apply:** Please email your application form to Emer at manager@goreyfrc.ie outlining your experience and why you feel that you are the right person for the role. Please use the above email for any queries in relation to the role. ***The closing date for applications: 5pm, Friday, the 14th of February 2025.***  |
| **Interviews:** Interviews will take place on the week beginning the 24th of February. Please reference your name and the position you are applying for in the subject line |
| *Gorey Family Resource Centre is an equal opportunities employer.* *This post is funded by TUSLA- National FRC Programme for 2025* |