



## JOB DESCRIPTION

Respond is the largest housing association in Ireland providing social housing and homeless services. We are building our team of people with ambition and ability to achieve our aim to meaningfully address the housing and homelessness crisis Ireland.

<b>Role:</b>	<b>Childhood Development Coordinator</b>
<b>Location:</b>	<b>Firhouse Family Hub, Tallaght, Dublin 24</b>
<b>Reporting to:</b>	<b>Service Manager</b>
<b>Terms:</b>	<b>Fixed Term – 35 hours per week – flexible</b> <b>Monday/Sunday</b>
<b>Job Purpose:</b>	<b>To develop and implement a range of needs led, outcome-focused support programmes that cater for children and young people. This will include working in collaboration with the service manager in the overall delivery of the wraparound services within the Family Hub.</b>

### **Core duties and responsibilities:**

- To work in accordance with the values, principles and philosophy of the Family Hub.
- Develop the provision of quality out of school services and the introduction of integrated initiatives, responsive to children and young people's needs within the context of their culture and community.
- To ensure a planned schedule of activities for summer projects.
- Engage with children and young people and work to develop programmes for intervention particularly group activities and group work programmes as per the remit of the Family Hub support services.
- Focus on capacity building for children and young people to encourage them to shape and participate in the development of service design.
- Support children and young people with additional needs and/or vulnerabilities in all service provision and programmes.

- To engage with Estate management to explore development of community based programmes.
- Engage in the ongoing development of links between supportive agencies.
- Document and oversee the monitoring and evaluation of activities and programmes.
- Support service manager in the development and review of policies and procedures and with the collection of data in line with reporting requirements.
- In collaboration with the service manager, maintain all health and safety standards to ensure all reasonable measures to safeguard the health, safety and welfare of children attending the service are in place.
- Provide written weekly updates to service manager on scheduled activities, blocks and gaps within service delivery.
- **The list of tasks is not an exclusive one and duties may vary from time to time.**

**Person specification:**

- A relevant degree in Youth Work, Social Care or related field
- A minimum of 3 years' experience working in a community focused youth work/childcare/family support homeless service setting
- Excellent communication and interpersonal skills, possess good leadership and facilitation skills
- Aptitude and empathy with children and young people
- Good computer skills and knowledge of Microsoft office suite
- Report writing and administration skills
- Demonstrate a strong teamwork ethic and a capacity to work under own initiative
- Garda Vetting will be required on an ongoing basis