

Position Title: Project Assistant: Research and Communications

Reports to: Executive Director

Care Alliance Ireland is the National Network of Voluntary Organisations supporting Family Carers. Our vision is that the role of Family Carers is fully recognised and valued by society in Ireland. We exist to enhance the quality of life for Family Carers. We achieve this by supporting our member organisations in their direct work with Family Carers through the provision of information, developing research and policy in the field, sharing resources, and instigating opportunities for collaboration.

POSITION SUMMARY

Applications are invited for the post of Project Assistant.

The primary aspect of this newly formed role will be to work on a project that aims to develop and promote resilience in Family Carers of people with dementia. The position offers an exciting opportunity for a suitably-qualified individual to work on a major national project, funded by the Health Research Board (HRB) and led by Prof. Gerard Fealy at University College Dublin, in partnership with Care Alliance Ireland and St Vincent's University Hospital. In its third and final year, the study has developed an online resilience enhancing resource aimed at family carers of people with dementia. The resource was co-designed with the EnCaRe Network Group of Family Carers. The final phase of the project involves the evaluation of the research outputs and a broad dissemination and outreach strategy. The successful applicant will be involved with a range of research dissemination support activities; with a focus on dissemination to non-academic audiences through events/workshops and seminars, and involvement in direct engagement with Family Carers and professionals working in the not-for-profit sector. The post holder will work with the team to organise and deliver outreach activities designed to increase Family Carer engagement with the project and will be responsible for delivering coordinated research dissemination activities with our project collaborators. The post holder will work alongside a wider research team that includes a Project Manager and a Research Assistant, based in UCD.

MAIN RESPONSIBILITIES

- Deliver a series of local and regional non-academic dissemination and outreach activities in coordination with the team in UCD
- Support the engagement of Family Carers in the research through Care Alliance member organisations and through the use of alternative engagement methods in particular through social media
- Support the EnCaRe Network Group of Family Carers and their continued engagement with the project
- Ongoing engagement with Care Alliance Ireland members (NGO's), statutory health service providers and other stakeholders with regard to dissemination of research outputs and the development of research dissemination activities including webinars, video content and seminars/conferences
- Maintain accurate records and conduct administrative work associated with the project
- Assist with writing and producing progress reports, support project management, and traditional project dissemination and outreach activities
- This role will also provide an opportunity to develop communication, media and administration skills - for the annual National Carers Week (June 2018) and for the general administrative requirements of Care Alliance Ireland throughout the period of the employment.

- To undertake such other duties as might be reasonably assigned from time to time in consultation with the Executive Director.

PERSON SPECIFICATION

Essential qualifications, skills and experience:

- Honours Degree qualification (or equivalent)
- Previous relevant research experience
- Ability to disseminate research widely and in an accessible way
- Excellent written and verbal communication skills
- Excellent organisational skills including a proven ability to work to deadlines
- Fluent speaker and writer of English
- Ability to build and maintain relationships with stakeholders at all levels
- Ability to demonstrate initiative within a small team
- Have high level computer literacy
- Have good time management and organisational skills.

Desirable qualifications, skills and experience:

- Honours degree/ postgraduate qualification in social studies, humanities or communications
- Experience and or particular interest in communications and media work
- Demonstrated experience in event management and/or programme coordination
- Have experience of the voluntary sector, preferably in a role which included communication with members of the public
- Previous experience in the field of Family caregiving and/or dementia care
- Experience of participatory action research
- Have knowledge, empathy and understanding of the rights and needs of family carers
- Experience of the use of social media in a professional setting
- Full driving licence and access to own car.

The successful candidate will be expected to be committed to the improvement of the status and quality of life of Family Carers

TERMS

This is a part-time position (2.5 to 3 days per week), based in the offices of Care Alliance Ireland, Dublin 7. Flexible work hours will be considered. Occasional travel and out of office work will also be a feature of the role.

This is a one year fixed-term position.

Salary will be in the region of €25,000 to 35,000 full-time equivalent commensurate with experience. There is an employer pension contribution.

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or that may be required to do either now or in the future.

Care Alliance Ireland is an Equal Opportunities Employer. At the moment, we don't require the assistance of recruitment agencies to fill our vacancies.

Application by cover letter and CV to info@carealliance.ie Enquiries to info@carealliance.ie

Closing date for applications is 5pm Thursday 12th April. Interviews will take place on the morning of 19th April in Dublin 7.

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