

Position Title: Project Worker (Four-day week (28 hours), 18 month fixed-term position) Re-emerge 2 Project

Reports to: Project Manager

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 wellbeing of family carers by supporting our member organisations in their direct work with family carers. We do this by providing information, developing research and policy, sharing resources and instigating opportunities for collaboration. We also deliver two specific projects that directly support family carers, namely the return to employment project (Re-Emerge 2) and the Online Family Carer Support Project.

POSITION SUMMARY

The primary aspect of this role will be to assist the Project Manager with the organisation and delivery of remote training to support 80 family carers with their transition back to the paid labour market and or further education.

This project is funded under the 2024 Dormant Accounts Funds (DAF Supporting Family Carers 2024–2026).

This project will involve close collaboration with a number of other individuals and organisations.

MAIN RESPONSIBILITIES

The Project Worker, in collaboration with the Project Manager, will be responsible for the overall delivery of the key project activities/tasks, including:

- Offering confidential one-to-one virtual supports to each of the family carers in line with project needs.
- Offering professional mentoring to each of the family carers (training provided).
- Offering one-to-one IT training to family carers where appropriate.
- Performing a variety of administrative tasks associated with the project needs.
- Delivering and or developing workshops and presentations as applicable to project needs.
- Signposting participants to relevant services.
- Co-facilitating the delivery of online training sessions.
- Undertaking relevant training to support the delivery of the role.
- In collaboration with the Project Manager, meeting with employer representative organisations to facilitate employment opportunities/internships for project participants.
- Undertaking such other duties as might be reasonably assigned from time to time in consultation with the Project Manager.

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Registered Company No
461315
Charity Registration No
20048303
CHY No 14644



PERSON SPECIFICATION

Essential qualifications, skills and experience:

- Third-level qualification.
- High standard of IT skills, in particular: Microsoft Office Suite, Zoom, email, file and data management and Google Workspace.
- Ability to multi-task, prioritise and work on own initiative.
- Comfortable presenting and co-facilitating Zoom workshops.
- Excellent communication and interpersonal skills.
- Good 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.
- Good time-management skills.

Desirable qualifications, skills and experience:

- Post-qualification experience in a social care/project management/IT role.
- Experience of the voluntary sector.
- Problem-solving, adaptability and conflict-resolution skills.
- Knowledge, empathy and understanding of the rights and needs of family carers.

TERMS

This is a part-time position (4 days per week, 28 hours). This role can be performed largely remotely but will require availability to work in the office in Dublin 7 or attend in person meetings up to two days per month, averaged over 12 months, at the request of the Project Manager.

You will need to have access to a private working space with reliable high-speed internet. Home office equipment will be provided. It is expected that the individual will be available for occasional evening/weekend work, with full time back for these hours worked.

This is an 18-month fixed-term position beginning in March 2025. Salary will be €39,356 pro-rata. There is an employer pension contribution of 5% and 5 weeks of annual leave (pro-rata). There is no salary scale with this post. There is a dedicated training budget with this role to support with continuing professional development.

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.

Please send CV & cover letter by email only (Please reference 'Project Worker' in email subject header) to amy@carealliance.ie by Wednesday 29th January 2025. It is intended to undertake virtual interviews on the week beginning February 10th, 2025.

This project was approved by Government with support from the Dormant Accounts Fund



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