

Position Title: Project Worker (Part-Time, 11mth. fixed term contract): Online Family Carer Support Project.

Reports to: Executive Director

Care Alliance Ireland (CAI) 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 well-being 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.

POSITION SUMMARY: Applications are invited for the post of Project Worker (Part-Time, 14 hours)

The primary aspect of this newly formed role will be to deliver and develop an existing online project focussing on engaging and supporting family carers through an online carer support group. The organisations two staff who established the project in March 2020 are now required to reduce their level of active involvement in the project. This project is a collaboration with 18 volunteers and other organisations, that seeks to positively impact on family carers wellbeing and deliver an associated reduction in their sense of isolation and loneliness.

The position offers an exciting opportunity for a suitably-qualified individual to work on a major project, funded by the Community Foundation of Ireland and the National Lottery.

MAIN RESPONSIBILITIES

- This person will be responsible for the administrative requirements of the project, including some of the core operations (organising monthly online quizzes, distribution of occasional prizes, organising occasional online content matter expert events, bi-monthly book club); occasional (1 or 2) volunteer training events, volunteer rota management, screening/accepting/declining requests for group membership, policy/protocol/practice development, twice monthly team meeting minute-taking. (See Appendix 1; Operations Infographic).
 - It is envisaged that the person, with the support of CAI staff and 18 volunteers, will also deliver increasing levels of post consideration/approval/ moderation as time goes on.
 - To undertake such other duties as might be reasonably assigned from time to time in consultation with the Executive Director.
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- See <https://www.facebook.com/groups/FamilyCarerOnlineSupportGroupIreland>. Note that membership of the group is restricted to family carers within Ireland. Visibility of group content is only viewable by existing members of the group.

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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
- Previous project management experience
- High level IT skills in particular use of online conference and social media facilities
- 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 demonstrate initiative within a small team
- Have good time management and organisational skills.

Desirable qualifications, skills and experience:

- Have experience of the voluntary sector
- Previous experience in the field of family caregiving
- Have knowledge, empathy and understanding of the rights and needs of family carers
- Experience of the use of social media in a professional setting

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 (14 hours/2 days per week). Availability over 4 half-days per week would be preferable. Due to Covid-19 restrictions it is envisaged that the role will be delivered remotely/from home for at least some of 2021. Relevant vouched home office expenses will be covered. Our offices are in Dublin 7. Flexible work hours will be considered. It is expected that the individual will be available for occasional evening/weekend work, with full time back for these hours worked.

This is a 11-month fixed-term position beginning in February 2021. Salary will be in the region of €40,000 WTE (€16,000 pro-rata) commensurate with experience. There is an employer pension contribution of 5% and 5 weeks equivalent annual leave. There is no salary scale with this post.

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 3pm, January 18th 2021 via cover letter and CV to info@carealliance.ie

Enquiries to info@carealliance.ie

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Appendix 1:

Family Carer Online Support Group - Operations – November 2020

<p>Group Link URL https://www.facebook.com/groups/FamilyCarerOnlineSupportGroupIreland Video Explaining How to Join Facebook and Join the Group https://youtu.be/teNo7TwDbJ0 Promotional Video https://youtu.be/HvY-TbEoDHQ</p>	<p>Members of Group (c1,850, >95% active)</p>	<p>Feedback/Efficacy</p> <ul style="list-style-type: none"> • Extensive Positive Qualitative Feedback – 95% Member Retention • Key Impacts/Process Emerging – Peer Support-Possible Imp. in QOL • Long Term Efficacy/Meaning – Uni. of Limerick PhD- Begin Nov '20 • Consultation via School of SW, Indiana University (Dr. D. Wilkerson)
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<p style="text-align: center;">Recruitment/Application Process</p> <p>Inclusion/Participation Criteria</p> <ul style="list-style-type: none"> • Must have/be willing to use Facebook (Through 'Private Group') • Live in the Rep. of Ireland & aged 18+ • Provide Unpaid Care to Family/Friend/Neighbour • Agree to Rules of Group (NB – Respect Privacy of Caree) <p>Participant Recruitment (Family Carers)</p> <ul style="list-style-type: none"> • Facebook • 95 NGO Member Orgs. / Other Contacts <p>Application Process</p> <p>Apply to join the Group (Private Group) through Facebook - Answer 3 screening questions (per Inclusion Criteria above)</p> <p>Application Considered by One of Two Care Alliance Staff. Application Application/ Refused.</p> <p>(If questions not Fully answered - Applicant Private Messaged – Asking to resubmit request to join)</p>	<p style="text-align: center;">Activities Within the Group</p> <p>a) Posting Messages (Core Activity) – c 7 a/d</p> <ul style="list-style-type: none"> • Comments/Discussion (c 85 per day, c210 reactions) – Anonymous posts facilitated NB/GDPR • Peer support – 'I am not alone' • On Topic – Information- Dilemmas - Top Tips- Positivity Posts – Cooking Posts • Off Topic Option (Humorous/Light Relief) <p>b) 1-2-1 Input/Casework Core Activity c125 clients</p> <ul style="list-style-type: none"> • PM's/Phone calls/E-mails • Refer to Carer Support Orgs/SW Mental Health Services <p>c) Educative Inputs (8)</p> <ul style="list-style-type: none"> • Video pre-records • 'Subject matter Expert' • Live Facilitated Q&A <p>d) Zoom Quizzes (6, monthly) Informal/Fun</p> <ul style="list-style-type: none"> • Irish Red Cross 'Helping You Care' • Condition Specific <p>e) Distribute Books (c450)</p> <ul style="list-style-type: none"> • Irish Red Cross 'Helping You Care' • Condition Specific <p>f) Informal Competitions (c20, Ongoing)</p> <ul style="list-style-type: none"> • Books/Gifts • Care Packages (Carers Week) <p>g) Book Club (New)</p>	<p style="text-align: center;">Resourcing</p> <p>Volunteer Supporters (18)</p> <ul style="list-style-type: none"> • Current and Former Family Carers (9) • Health and Social Care Professionals (10) • Including 5 Professionally Qualified Social Workers • Other Backgrounds (Researchers/Post Graduate Psych. Students) (4) (Some identify in more than one group.) <p>Roles of Staff/Volunteers</p> <ul style="list-style-type: none"> • Screen Membership Applications • Informational Documents Uploaded Within Group • Approve/Reject Suggested Posts (Tone/GDPR/DH Topic?) • Welcome New Members • Monitor/Moderate Posts/Comments • Communicate/Reiterate/Demonstrate Values • Share Other NGO's/Organisations Relevant Posts • Consider New Activities • UK 'Meds Bods' FB Group- Best Practice Online/Forum Moderation • Referrals/ Safeguarding • Sustainability/Finances <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;"> <p style="text-align: center;">7-day Rota-Staff On-Call</p> </div> <div style="border: 1px solid red; padding: 2px; width: fit-content; margin: 5px auto;"> <p style="text-align: center;">Safeguarding Consult Team - PM's/Phone Call/Zoom to Family Carer - Consult Local Mental Health Service - Contact Gardaí</p> </div> <p>Private FB Online 'Mods/Vols' Group</p> <ul style="list-style-type: none"> • Peer Support - Bi-Weekly Zoom Meeting • Discuss Practice Issues/Dilemmas • Discuss Group Posts/Tone/Engagement • Information/Policy Updates
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