

**Position Title:** Part-time Project Assistant (17.5 hours per week, 12-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 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 Assistant, in collaboration with the Project Manager and Project Worker, will contribute to the overall delivery of the key project activities/tasks, including:

- Carrying out a variety of administrative, financial and IT tasks associated with the project needs.
- Developing and distributing promotional materials.
- Signposting participants to relevant services.
- Co-facilitating the delivery of online training sessions over Zoom.
- Undertaking relevant training to support the delivery of the role.
- Undertaking such other duties as might be reasonably assigned from time to time in consultation with the Project Manager.

## PERSON SPECIFICATION

*Essential qualifications, skills and experience:*

- Further education qualifications.
- 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.

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- Comfortable organising Zoom workshops.
- Excellent communication and interpersonal skills.
- Good organisational skills including a proven ability to work to deadlines.
- Fluent speaker and writer of English.
- Good time management skills.

*Desirable qualifications, skills and experience:*

- 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 (17.5 hours per week). 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 a 12-month fixed-term position beginning in March 2025. Salary will be €29,810 (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 'Part-time Project Assistant' in email subject header) to [amy@carealliance.ie](mailto:amy@carealliance.ie) by Wednesday 29<sup>th</sup> January 2025. It is intended to undertake virtual interviews on the week beginning February 10<sup>th</sup>, 2025.*

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



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