

Position Title: Project Assistant (Full-time, Permanent) (Online Family Carer Support Project)

Reports to: Project Co-Ordinator and 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. We also deliver two specific embryonic projects that directly support family carers, namely the Kaleidoscope project (Guiding Family Carers Back to Paid Employment) and the Online Family Carer Support Project.

POSITION SUMMARY: Applications are invited for the post of Project Assistant (full time, 35 hours per week)

The primary aspect of this role will be to support the project co-ordinator in delivering and developing an existing nationwide online project focussing on engaging and supporting family carers through an online carer support group and associated activities therein. This project is a collaboration with 15 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 Health Service Executive to support the implementation of the National Carers Strategy.

MAIN RESPONSIBILITIES

- This person will be responsible for supporting the project co-ordinator in leading the development and delivery of the operational and administrative requirements of the project. This will include directly working on many of the core operations (post moderation, organising monthly online quizzes, distribution of occasional prizes, organising occasional online content matter expert events, bi-monthly book club, weekly online drop-in); office administration, occasional (1 or 2 per year) volunteer training events and participation in monthly team meetings (See Appendix 1; Project Operations Infographic).
 - To undertake such other duties as might be reasonably assigned from time to time in consultation with the Executive Director.
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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. Where the qualification is not a social science, the person will be expected to undertake relevant accredited social science related courses over the duration of their employment in the role, funded by the employer.
- High level IT skills in particular use of online conference and social media facilities including but not limited to Facebook groups, Zoom, WhatsApp.
- Good written and verbal communication skills
- Good 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

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 full-time position (35 hours/5 days per week). Our offices are in Dublin 7. Care Alliance is currently developing a remote working policy. Work will largely be delivered between the hours of 9am to 5pm. However, it is expected that the individual will be available for evening/weekend work (approximately 1 evening every two weeks), with full time back for these hours worked.

This is a permanent position beginning as soon as possible. Salary will be in the region of €28,000 commensurate with experience. There is an employer pension contribution of 5% and 5 weeks annual leave.

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, September 29th 2021 via cover letter and CV to tara@carealliance.ie

Interviews/Assessments are currently scheduled to take place via Zoom on Monday October 4th. Enquiries to info@carealliance.ie

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Appendix 1

Family Carer Online Support Project – Operations – Sept. 2021

