



## Irish Foster Care Association Project Manager

<b>Role:</b>	<b>Project Manager</b>
<b>Position:</b>	Full time, fixed term contract
<b>Location:</b>	Based at IFCA Office, Tallaght, Dublin 24.
<b>Reports to:</b>	IFCA CEO

### Who we are

The Irish Foster Care Association is the representative body for foster care in Ireland. Child-centred and rights-based, IFCA promotes family-based solutions for children and young people in 'out of home' care. We are committed to supporting excellence in foster care in Ireland so that children have the best chances in life. We provide information, support, and learning opportunities for all those involved in foster care and we promote the development of positive change for children in alternative care. IFCA is an independent, membership organisation and have a role in advocating and campaigning for change.

### Mission Statement

*The Irish Foster Care Association is the representative body for foster care in Ireland. Child-centred and rights-based, IFCA promotes excellence in foster care for all those involved.*

### IFCA Values

- Excellence in foster care for all those involved
- Open, respectful and transparent ways of working
- Equality and inclusion
- A partnership approach between all those involved in foster care.

### Project Manager

The IFCA Project Manager will be required to deliver an IFCA specific Project under the direction of the CEO and in collaboration with the IFCA Heads of Services in 2018. This Project is funded by Atlantic Philanthropies and has been developed from the Foster Care; A National Consultation with Foster Carers & Social Workers 2015/2016 Report, [available here](#).

The Project Manager will also be required to provide support and direction to the IFCA Branch Development Project Workers whose role is to support IFCA members through its branches and regions. She/ He will also support branch and regional volunteers to ensure our branch and regional structure is supported to function effectively within IFCA best practice guidelines.

### **Key Duties and Responsibilities:**

- Deliver the IFCA specific Project as identified under the direction of the CEO and in collaboration with the IFCA Heads of Learning and Development and Support Service
- Deliver the key objectives of the project within the identified timeframes
- Manage the programme within the operational budget and support the attraction of additional resources for the further development of the programme
- Deliver high quality supports to IFCA branch and other structures to support IFCA'S membership as reflected in IFCA'S Strategic Plan
- Manage the Branch Development Service team to include the setting of relevant targets as identified in the IFCA Strategic Plan
- The provision of regular supervision and identification of and access to relevant training and supports to aid in the delivery of the overall service
- Manage and support IFCA'S Branch volunteer base to ensure appropriate registration and other requirements are completed
- Lead staff and volunteers in the quality delivery of comprehensive services to members through IFCA branch and other support structures.
- Maintain availability of volunteers and performance levels through quality volunteer best practices
- Make recommendations (and where authority is delegated by the CEO, make decisions) regarding role adjustment and performance management of volunteers
- Ensure Garda Vetting of volunteers where required
- Contribute proactively and respectfully to the management team to contribute to the planning and implementation of the IFCA Strategic Plan
- Oversee the design, implementation and evaluation of programme plans
- Actively participate in effective organisational communication systems
- Represent the organisation's position on key decision-making groups, as requested by the CEO, to proactively represent the organisations views in relation to foster care
- Develop strategic alliances and partnerships in furthering the values and developmental priorities of IFCA in relation to the brief
- Develop and maintain pro-active and respectful working relationships with internal and external stakeholders
- Maintain records relating to all aspects of the work
- Maintain professional requirements to all aspects of the work
- Furnish the CEO with regular operational and strategic progress reports
- Facilitate and assist the CEO and Board of Directors in strategic planning
- Ensure the implementation of the organisations commitment to quality assured policies and services.
- Promote and enhance the organisations commitment to continuously improve the standards of service and development of initiatives to members and funders, as appropriate.
- Engage pro-actively in supervision
- Maintain a good and safe working environment
- Carry out any other duties as deemed reasonable and appropriate by the CEO.

### **Team**

- Attend regular team meetings

- Contribute to team meetings and the overall work of the team

#### **Competencies:**

- Evidence of delivery of projects within specific time frames and budget
- Good time management skills and dependability
- Proven project management experience
- Knowledge and understanding of foster care, volunteerism and community development principles
- Demonstrate strong communication, listening, networking and interpersonal skills.
- The ability to work with people in a variety of circumstances and from various backgrounds in a non-judgemental, respectful, empathic and unbiased approach.
- Have strong leadership, facilitation and reporting skills.
- Ability to work within a team and enthuse colleagues
- Demonstrate a high level of computer literacy, efficient in Microsoft packages
- Flexibility with regards to working hours
- An understanding of foster care and a strong commitment to the strategic goals of the Irish Foster Care Association
- Ability to work independently and take the initiative within the operational parameters set by the CEO
- Ability to build partnerships with statutory, voluntary and private sector organisations

#### **Experience & Qualifications Essential**

- Hold a relevant qualification in the area of community development, social science, social studies, psychology, sociology, or other related discipline
- Have at least a minimum of two years relevant experience working in a similar community, non-for-profit setting.
- Have experience in project management and delivery of specific time-limited projects

#### **Desirable**

- Knowledge of the range of supports required in foster care
- Experience in quality assurance in the area of volunteerism
- Knowledge of the roles and responsibilities of committee members

#### **Terms & Conditions:**

1. Fixed term, full time post
2. Location: IFCA Office, Unit 23, Village Green, Tallaght, Dublin 24
3. Garda Vetting and attendance at Induction training is required
4. Two satisfactory references of which one should be from the current employer
5. Access to car and hold a full Irish driving license.

#### **Salary Scale**

- Starting salary: €35,000

Please email your CV and cover letter to Breda O'Donovan, Director of Finance, HR & Communications at [breda.odonovan@ifca.ie](mailto:breda.odonovan@ifca.ie).

The closing date is **5pm, Wednesday 17<sup>th</sup> January 2018**.

Shortlisting will be applied, and interviews will take place on the 29<sup>th</sup> and 30<sup>th</sup> January 2018.