

Job Description

Title:	Project Leader
Project:	Cork
Reporting to:	Services Manager
Primary Purpose:	To work with Managers in the Southern Region to establish Focus Ireland Services in Cork including start up of supported housing and tenancy support and settlement services. To explore and propose additional service developments in Cork. To work as part of the Southern Region Management Group of the Services Division within Focus Ireland to ensure the organisation's effectiveness in carrying out the agreed mission, strategic plan and policies in ways that reflect the values of the organisation

Main Duties and Methodology:

1. To work within the framework of the overall objectives of Focus Ireland.
2. To work with Manager in the Southern Region to establish Focus Ireland services in Cork including the set up of supported housing and tenancy sustainment services.
3. To communicate effectively in general and to maintain appropriate accountability to the Service manager.
4. To be responsible for the development, implementation and recording of practice standards within the housing management, property management and support services of the projects in a manner that reflects the policy, procedure and ethos of Focus Ireland.
5. To work co-operatively with the relevant Local Authorities and HSE and in line with Service Agreements.
6. To develop and maintain the policies and practices of the Service projects
7. Maintain positive and beneficial relationships with state agencies and other organisations working in the field of homelessness and disadvantage, representing Focus Ireland's position.
8. To be responsible for the recruitment, induction, supervision, support and direction of professional Project Workers

9. To be responsible for the assessment of individual needs, family dynamics and child protection issues in order to establish, formulate and review Support Plans.
10. To provide direction and leadership in the development of appropriate linkages to and securing support from relevant professionals and services.
11. To manage resources, financial and human effectively and efficiently to ensure that the service is delivered to the expected standard.
12. To give particular regard and leadership to the development and implementation of fire, health and safety policies and procedures pertaining to services.
13. To be responsible for the efficient, fair and appropriate allocation of housing in accordance with the stated purpose and nature of the services.
14. To be responsible for the efficient and effective property and housing management of allocated housing units including rents, tenure, furnishing, budgets, etc.
15. To be active in the management, review and development of the services within the service area.
16. To provide written monthly reports to the Manager
17. To participate in the unsociable hours or on-call arrangements in conjunction with the Manager.
18. To at all times take reasonable steps to operate in a manner consistent with the policy, procedure and ethos of Focus Ireland as an organisation and to appropriately and professionally represent Focus Ireland as required.
19. To liaise in a co-operative manner with the other services within Focus Ireland in relation to organisation policy and procedure in areas such as human resources, finance and administration, research, development and education and service delivery.
20. To participate in training, supervision and attend meetings as requested by Manager
21. To report to a designated Person in the absence of the Manager.
22. To undertake any other duties as may be assigned in consultation with the Manager

23. To key-work with a number of customers as agreed with line management.

24. To undertake the development of the agency's volunteering in the Cork area.

Focus Ireland are an equal opportunities employer

Criteria: Project Leader

Essential

- Have a comprehensive knowledge in the area of Homelessness
- 3-5 years direct field experience with homeless persons and or marginalised/vulnerable groups
- Demonstrate a good understanding of Child Protection issues
- Demonstrate a good understanding of the process of professional supervision
- Demonstrate an ability to monitor, evaluate and develop services
- Demonstrate the ability to lead, communicate and facilitate a team of professional workers
- Demonstrate a capacity to manage own work and time and capacity to meet deadlines

Desirable

- Have experience and knowledge of Housing management
- Previous experience in a leadership/management role
- Have a good understanding of Health & safety issues in the work place
- An awareness of Community development
- An ability to deal with challenging behaviour
- Professional qualification in the Social care field or management