



## Family Project Manager at Youth New Ross CLG

### JOB DESCRIPTION

<b>Position</b>	Family Project Manager - 28 hours per week
<b>Employing Body:</b>	Youth New Ross CLG
<b>Reporting To:</b>	Youth New Ross CEO
<b>Actual Salary Scale for 28-hour week:</b>	3-point pay scale Pt1: €56,324. Pt 2: €56,795, Pt3: €58,370
<b>Actual Starting Salary:</b>	€56,324 for 28 hours per week
<b>Contract Type:</b>	Permanent
<b>Closing Date for Applications:</b>	5pm Friday 10 <sup>th</sup> of April 2026
<b>Interviews:</b>	Applicants called for interview will be contacted by phone and email to arrange same. Interviews will last 40-50 mins and candidates will be asked to deliver a presentation lasting up to 5 minutes on the topic: How Family Support Can Impact Families in Co. Wexford. The expected medium for the presentation is PowerPoint but we are open to alternatives which should be agreed in advance.
<b>Application Process:</b>	Please submit a completed YNR Application Form ONLY, by email to <a href="mailto:recruitment@ynr.ie">recruitment@ynr.ie</a> ONLY with the subject line 'Family Project Manager Application'

### Main Role:

The project is funded by Tusla with whom we work in close partnership to deliver Best Practice support for children and families in South County Wexford. The Family Project Manager at YNR has a key role within the organization which involves working closely with the CEO and the Management Team. The FPM will formulate, lead and manage the overall development, planning, implementation and administration of the Family Project at Youth New Ross CLG.

This involves the allocation and management of the staff team and the management of budgets, resources and opportunities, ensuring the objectives set with funders are met and reported upon to the highest standard. As Deputy of the organisation, it is imperative to also have a keen knowledge and insight into the work of the other projects within YNR and to have the ability and commitment to support the effective and smooth running of the organisation in the absence of the CEO.

### **HR Management:**

- Responsible for the recruitment and training of staff and effective management of their HR needs and obligations. This includes their Bright HR Record.
- Ensuring all staff are informed and compliant with the scope and boundaries of their role and are compliant with YNR policies and Children First guidelines.
- Managing staff Leave, training and development in line with company policy, objectives and statutory obligations
- Providing staff with regular and documented Supervision
- Developing and nurturing Reflective Practice within the FP team
- Facilitating ongoing case-load management and team meetings.
- Ensuring the professional development and wellbeing of individual staff members and the team as a whole
- Ensuring a collaborative approach to the work of the project, within the organisation and the community
- Responsibility for ensuring all YNR staff have up to date Child Protection and Welfare training suited to their roles and responsibilities
- Assisting in induction and training of new YNR staff members, playing an active and key role in the successful integration of staff within the organisation
- Liaising with all YNR coordinators to share knowledge and resources around CPD relating to Child Protection and Welfare practices, procedures and professional knowledge
- Attending Supervision every 4 to 6 weeks with the CEO
- Regularly briefing and reporting to the CEO and working in a supportive, collaborative and proactive manner
- Act as Designated Liaison Officer at YNR
- Manage conflict where it arises.

### **Funder Relationships and Financial Responsibility:**

- Preparing the Family Project Annual Work Plan, Service Level Agreement and corresponding budgets
- Preparing and presenting the Family Project Annual Report based on the compilation of work and outcomes achieved, evaluations and identification of emerging needs

- Liaising directly with the Admin Team to ensure consistent budgetary management and the submission of quarterly Financial Returns to TULSA
- Arranging and facilitating Family Project SLA review meetings with funders as per SLA obligations
- Identifying and availing of additional funding opportunities in line with YNR objectives and planning
- Building strong working relationships with Core Funders and partners and developing Best Practice within the Family Project, delivering on all commitments to funders and families
- Managing the effective spending of funding, allocation of staffing and utilization of resources ensuring a quality project which delivers value for money for stakeholders
- Leading the project through times of change
- Becoming involved with and active within networks, steering groups and relevant committees ensuring the Family Project's position is maintained and enhanced within Co. Wexford including new initiatives.
- Promoting responses to needs identified in the work and, when appropriate, take on the development of same.
- Championing Youth New Ross on a day to day basis and throughout professional networks
- Representing YNR at community events and expos when the opportunity arises

#### **Strategic Planning and Communications:**

- The Family Project Annual Work Plan must include goals, objectives, outcomes and evaluation in line with the Young Ireland 5 National Outcomes and Service Level Agreements with our funders.
- As part of the management team, collaborating on policy formation, strategy review, evaluation and development of the organisation.
- Setting clear objectives for the project and ensuring they are communicated and understood by all involved
- Reporting to the YNR Board of Trustees on the work of the FP when invited
- Presenting to TUSLA on a quarterly basis or as required and submitting all reports to a high and efficient standard
- Attending public events promoting the work of YNR and the Family Project
- Visiting local schools and community services, presenting the work and supports available through YNR and explaining referral pathways
- Networking for the benefit of YNR and the communities it serves

- Ensuring a positive and consistent social media presence
- Applying the Lundy model and the Child and Youth Participation strategy in your approach to planning and communication
- Participating in relevant community and county-level committees and task groups (such as CYPSC subgroups)
- Ensuring staff participation at community fora and events as requested by the CEO and funder

Specification	Essential	Desirable
<p>Education, Qualifications, Knowledge and Training</p>	<ul style="list-style-type: none"> <li>• Recognized Third Level qualification at degree level (HETAC level 7) in a related field i.e Social Work, Social Science, Family Support, Social Care or other</li> <li>• Registered with CORU</li> <li>• A full understanding of Child Protection Regulations and Responsibilities</li> <li>• DLP trained and experienced</li> <li>• A comprehensive understanding of family support within TUSLA</li> <li>• Experienced in leading a meeting or group tasks/programme work</li> <li>• Experienced in recording data and generating high quality reports with efficiency</li> <li>• Trauma-informed</li> <li>• A good working knowledge of the communities of South Co. Wexford</li> <li>• Inter-cultural awareness</li> <li>• Knowledge of CYPSC</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in management, human resource management, family support work, diversity or equality studies, or other related field</li> <li>• A firm understanding of the Tusla Commissioning model</li> <li>• Familiar with the use of Client Management Systems (CMS) e.g. Salesforce, Mindaclient</li> <li>• Knowledge and understanding of the CFSN</li> <li>• Understanding of Play Therapy and other forms of therapy relevant to family support work</li> <li>• Understanding the CDNT referral framework</li> <li>• Proficient at Excel</li> </ul>
<p>Professional Experience</p>	<ul style="list-style-type: none"> <li>• Minimum of three years paid full-time experience within the community and voluntary sector.</li> <li>• Minimum of two years' experience at managerial level in a related setting including budget and human resources management</li> <li>• Experienced at submitting CPNs and liaising with the Duty Social Worker &amp; the Social Work service in TUSLA</li> <li>• Experience in supporting staff who work with complex family dynamics and ACES</li> <li>• Track record of working on the ground within the sector</li> <li>• A strong background in family support work</li> <li>• Experience in providing documented Supervision to staff</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience with TUSLA-associated family support work</li> <li>• Experience of CYPSC framework</li> <li>• Experience of the TUSLA portal and/or the TUSLA funding model</li> <li>• Experience in collaborating with CFSN members</li> </ul>

<p>Skills and Aptitudes</p>	<p><b>Leadership/Communications/Administration</b></p> <ul style="list-style-type: none"> <li>• Excellent spoken &amp; written communication skills</li> <li>• Excellent data analysis &amp; reporting skills</li> <li>• Good with figures – a strong understanding of funding/budgets/spreadsheets</li> <li>• Capacity to lead &amp; conduct staff meetings</li> <li>• Ability to focus on strengths with individual staff &amp; sometimes challenge in a supportive &amp; caring manner</li> <li>• Demonstrate an ability to relate to people from diverse backgrounds and provide leadership in team &amp; project work settings</li> <li>• Ability to highlight need for change &amp; achieve change with the support of staff team</li> <li>• Ability to manage conflict</li> <li>• Prioritise competing demands of staff, participants, organisation, external agencies and funders</li> <li>• Excellent people skills and effective verbal communication</li> <li>• The willingness &amp; ability to present at conferences &amp; events</li> <li>• Ability to use standard IT equipment and Client Management Systems</li> <li>• Understand GDPR Regulations</li> <li>• Excellent working knowledge of Young Ireland, strengths-based approach to intervention</li> </ul> <p><b>Family Work Skills</b></p> <ul style="list-style-type: none"> <li>• Strong ability to manage referrals, negotiate with external agencies, manage funder expectations, manage boundaries &amp; obligations</li> <li>• Ability to work in a context which predominantly targets ‘at risk’ children and families</li> <li>• The ability to adopt a holistic approach to Family Support</li> <li>• Experience in inter-agency work and collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Training in the Tony Morrison model of Supervision</li> <li>• Understanding of financial administration and working closely with Finance team</li> </ul>

Special Requirements	<ul style="list-style-type: none"> <li>• Excellent knowledge of the Children 1<sup>st</sup> 2017 Act and Child Safeguarding Guidelines, Standards and Procedures</li> <li>• The willingness and ability to present at conferences and events</li> <li>• An understanding of and commitment to working within an independent CBO</li> <li>• Ability to promote and use teamwork approach</li> <li>• Ability to take responsibility and act with sound judgement.</li> <li>• High motivation and a strong work ethic.</li> <li>• Understanding of stresses faced by staff within such a setting.</li> <li>• Positive disposition and flexible attitude in response to change.</li> <li>• Be a positive support to the CEO and Board of Trustees in delivering on the ethos of YNR</li> <li>• To be a positive role model for staff and volunteers at YNR</li> <li>• Ability to align to the current working practices within YNR.</li> <li>• Skilled at assessing and prioritising competing demands of delivering on tasks and responsibilities.</li> </ul>	
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**General Responsibilities:**

- Health and Safety and risk assessing on an ongoing basis as a senior manager
- Evening work can sometimes be a feature of the work and occasional weekend work.
- Undertake on-call duties and be available to respond to crises should they arise.
- At all times undertake the role in a professional manner, maintaining a high-quality standard of work
- Undertake any other duties that may be required which are commensurate with the role.
- To consistently work in accordance with the aims and ethos of YNR.
- To participate in regular supervision and be proactive in identifying your own job-related development and training needs.
- The maintenance of an 'open door policy' so that staff issues can be addressed in a professional and supportive manner whilst maintaining an informal and accessible approach.
- To follow and promote the effective use of YNR Company Policy.
- To keep abreast of policies and procedures and to contribute to their development

## **Terms and Conditions and Additional Information Regarding the Role**

It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.

**Probation Period:** A probation period of 6 months will apply to the successful candidate, regardless of their previous time served with the organization

**Contract Type:** A permanent contract will be offered to the successful candidate

**Salary:** The salary is aligned to the Social Work Team Leader Scale (2024) at points 1- 3. Earnings will be calculated on a pro rata basis. It is not possible to guarantee salary scale increments beyond the current salary at this time.

**Annual Leave:** The Family Project Manager will be entitled to 20 days annual leave (28 hour week) plus public holidays. The needs of the project must be considered when applying to take this leave. Leave is upon approval of the CEO.

**Hours of work:** The Family Project Manager will be expected to work a minimum of 28 hours per week. This will include occasional evening work

**Travel & Transport:** This post will involve some domestic travel within Ireland and occasional meetings. Travel and expenses will be paid in accordance with appropriate YNR rates.

You will be required to drive to meetings and support staff off site and so, a vehicle and a full, clean driving license is essential for this role.

**Place of Work:** The employment base for this post will be Youth New Ross, The Bullawn, New Ross Co. Wexford Y34 YH26. Working from home will not be an option for the duration of the first 12 months of this contract but can be applied for post 12 months. Please see our Remote Working policy

**Pensions:** YNR is obliged to follow the Government Directive relating to Auto enrolment. YNR can also facilitate employee pension contributions through your PRSA provider

**Canvassing will disqualify.**

**Shortlisting and Panel:** YNR reserves the right to shortlist successful applications for interview. Following the interview process a panel of candidates may be formed and exist for a period of 1 year should this position fall vacant again or other similar/subsequent posts arise.