

Archways, along with our partners in the Changing Lives Initiative, have successfully secured funding from the PEACEPLUS Programme for an exciting new 4-year cross-border Project. The Project will provide early intervention support to families of children with queried neurodevelopmental conditions such as ADHD and Autism. We are currently recruiting for a range of posts in Louth/Cavan/Monaghan for the new Project.

JOB DESCRIPTION – Facilitators (6.5 FTE posts; Fulltime and Parttime posts available (7 – 35 hours per week))

Job Title: Facilitator

Salary Scale: Archways Project Worker Point 7 (€40,834 FTE)

Duration: 3.5 years

Location: Louth / Cavan / Monaghan

Line Manager: Changing Lives Initiative Regional Coordinator

JOB PURPOSE

The Project Facilitators will be responsible for direct delivery of Interventions to Families. This includes administering Support Needs Assessments; delivery of Workshops and short Programmes; providing Advice and Signposting; delivery of Evidence-based Parent Programmes; conducting Follow-up and administering Outcomes Measurements. The Facilitators will also maximise opportunities to build effective links with services locally.

KEY RESPONSIBILITIES

Below are the Key Responsibilities of Facilitators on the Project. Individual Facilitators may be more focused on certain aspects of the role according to their own skills and experience. However, it is envisaged that all facilitators will be supported to gain competence / experience in all aspects of the role during the course of the Project. Key responsibilities for Facilitators include:

- Carrying out Individual Support Needs Assessments with families: Administering set questions and devising a support offering for families from the suite of project interventions. Specific guidance and training will be provided for this.
- Delivery of Information & Awareness Sessions and Workshops on a range of relevant topics to parents, both through face-to-face and online mediums.
- Delivery of Evidence-based Group Parenting Programmes (from a suite that will include Incredible Years, Invest in Play, Triple P and Parents Plus), with fidelity to the model, using both face-to-face and online delivery mediums as appropriate, ensuring that all practical arrangements are fully met.
- Promoting and maintaining good relationships with families participating in Interventions, towards achieving best outcomes.

- Promoting the Project to families and helping recruit prospective families.
- Promoting and maintaining good working relationships with local agencies in the project delivery area, including schools, voluntary agencies, health and social care services and other relevant bodies.
- Supporting the completion of questionnaires and other forms by parents, for use in screening and evaluation exercises, under direction of the team's Psychologist.
- Supporting delivery of Information & Awareness Sessions to professionals.
- Adhering fully to confidentiality and data protection requirements in respect of Project information.
- Engaging in training and continuous professional development as required, both locally and on a cross-border basis.
- Demonstrate a flexible approach to working, as some evening and potentially weekend work required.
- Have access to personal transport, as travel is required.

PERSON SPECIFICATION

<p>Qualifications and Experience</p> <p>Essential:</p> <ul style="list-style-type: none"> • Relevant 3rd level qualification. • Minimum of 3 years' experience working with or supporting families, children or young people. <p>Desired:</p> <ul style="list-style-type: none"> • Experience delivering Workshops, Services or Programmes to individuals or groups. • Knowledge or experience delivering Evidence-based Parent Programmes such as Incredible Years, Parents Plus, or Triple P. • Knowledge or experience of Evidence-based Early Intervention Approaches and/or Neurodevelopmental Conditions such as ADHD or Autism. • Knowledge of Local Services and Agencies that work with children and families in Louth, Cavan or Monaghan.
<p>Skills</p> <p>Essential:</p> <ul style="list-style-type: none"> • Ability to work effectively as part of a team as well as ability to work on own initiative. • Excellent interpersonal skills. • Excellent organisational skills and proven ability to operate successfully in a demanding and diverse workplace. • Excellent communication skills, verbal and written, including the ability to present complex information in a clear and concise manner. • Strong IT skills.
<p>Personal Characteristics</p>

Essential:

- Motivated and passionate about supporting children and families.
- Flexible and adaptable.
- Proactive attitude.

TERMS AND CONDITIONS

Location	The Project Team will deliver services across Counties Louth, Cavan, Monaghan and online. The main Project Office is located in Dundalk (DkIT), however facilitators for the most part will work remotely in their assigned locality. Therefore, we are seeking facilitators based in Counties Louth, Cavan or Monaghan (or within travel distance of these counties), with possibility of the project acquiring office space in Cavan and/or Monaghan.
Contract Type	Fixed term contract (3.5 years) to reflect current funding secured. It is hoped to secure ongoing funding beyond this point. All posts are subject to a 6-month probationary period.
Hours	Fulltime Posts (35 hours per week); Parttime Posts (7 – 28 hours per week). Days / Hours negotiable, including option of term-time working.
Annual Leave	25 days (pro-rata) exclusive of public holidays

Why work with Archways?

- Competitive salary
- Hybrid-working model including the option to work from home (up to 3 days per week)
- Access to our benefits package including an attractive company pension plan and death benefit plan
- Employee Assistance Programme with Spectrum Life
- Be rewarded and recognised for your performance in a supportive environment – annual performance increments

FURTHER INFORMATION & APPLICATION DETAILS

For further information regarding the role, please contact Christina Riordan, Project Manager, Changing Lives Initiative, by email criordan@archways.ie

Candidates are requested to **complete and submit the attached Application Form to peaceplus@archways.ie**. The **closing date for receipt of Application Forms is Monday 27th of January 2025**. Please do not submit CVs.

Interviews will take place between Wednesday 5th February and Wednesday 19th February in Dundalk. Offers will be made in February, with successful candidates in post from 1st April 2025.

Shortlisted applicants for these posts may be placed on a panel for subsequent vacancies.

This Project is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).