

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 – Regional Coordinator (Fulltime)

Job Title: Regional Coordinator

Salary Scale: Archways Managers Scale Point 1 (€53,925)

Duration: 3.5 years

Location: Louth/Cavan/Monaghan

Line Manager: Changing Lives Initiative Project Manager

JOB PURPOSE

The Regional Coordinator is responsible for coordinating the delivery of Interventions to families in the Archways Project Delivery Area (Louth/Cavan/Monaghan and surrounds). This includes line management of Archways' Local Delivery Team; development of relationships with local stakeholders and referral agencies; and working with the Project Manager to ensure achievement of Project delivery targets.

KEY ROLES AND RESPONSIBILITIES

- Be responsible for the day-to-day coordination of Changing Lives Initiative activities in the Archways Delivery Area (Louth, Cavan, Monaghan and surrounds).
- Coordinate and line manage the Local Delivery Team (Programme Facilitators, Local Psychologist, Administration Officer), allocating workload and responsibilities and monitoring effectiveness.
- Build effective working relationships and communication with a range of referral agencies including health and education professionals, Family Support Services, CFSNs, GPs, and community/voluntary agencies, across the Project Delivery Area.
- Be responsible for coordinating the practical arrangements and staff delivery of Core Interventions in the Project Delivery Area, including coordination of Support Needs Assessments with families; delivery of Workshops, Webinars and short Programmes; and conducting of Follow-up activities.
- In conjunction with the Local Psychologist, be responsible for organising screening of families for Specialist Interventions.
- Be responsible for coordinating the practical arrangements and staff delivery of the Evidence-based Parent Programmes, including Group, one-to-one and home visiting provisions.
- Be responsible for managing a delegated local budget including materials/ venue/ catering and promotional activities budgets.

- Ensure that all information and data relating to Project Participants in the Project Delivery Area is fully and accurately captured in line with Project data requirements and protocols.
- Prepare regular reports for the Project Manager on intervention delivery and progress against delivery targets.
- Provide a flexible approach to work as potentially some evening and weekend work may be required.
- Have access to personal transport, as travel is required.

PERSON SPECIFICATION

Qualifications and Experience
<p>Essential:</p> <ul style="list-style-type: none"> • Relevant 3rd level qualification, at QQI Level 8 or above. • Minimum of 2 years' experience Managing a Team. <p>Desired:</p> <ul style="list-style-type: none"> • Demonstrable experience of managing resources to meet programme targets. • Working knowledge of agencies that work with children and families in Louth, Cavan or Monaghan. • Experience building relationships with local stakeholders and agencies. • Experience of managing local budgets. • Knowledge or experience of Evidence-based Early Intervention Approaches and/or Neurodevelopmental Conditions such as ADHD or Autism.
Skills
<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 organisational skills and proven ability to operate successfully in a demanding and diverse workplace. • Excellent interpersonal skills. • Excellent communication skills, verbal and written, including the ability to present complex information in a clear and concise manner. • Strong IT skills
Personal Characteristics
<p>Essential:</p> <ul style="list-style-type: none"> • Motivated and passionate about supporting children and families. • Flexible and adaptable. • Proactive attitude.

TERMS AND CONDITIONS

Location	The project will deliver services across Counties Louth, Cavan, Monaghan and online. The main Project Office is located in Dundalk (DkIT), however we are seeking applications from candidates based in Counties Louth, Cavan or Monaghan (or within commuting distance of these counties), with hybrid/remote working options available.
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 Post (35 hours per week)
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 made in February, with the successful candidates in post from 1st April 2025.

Shortlisted applicants for this post 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).