

youngballymun

Job description – Projects Officer

youngballymun

youngballymun is an integrated strategy aimed at improving learning and well-being outcomes for children and young people (pre-birth-early adulthood) in Ballymun. *youngballymun* is jointly funded by the Atlantic Philanthropies and the Office of the Minister for Children, under the Prevention and Early Intervention Programme. With a focus on evidence based services and integration in practice, *youngballymun* is the demonstration and testing of an approach to strategic planning and integration of children's services. The learning from *youngballymun* will inform national policy planning and development towards improving outcomes for children and young people.

The Projects Officer will work as a member of the *youngballymun* staff team and will closely with and report to the Chief Executive of *youngballymun*.

Role and Responsibilities

youngballymun is a multi-level and multi-system change process incorporating the implementation of six services with rigorous independent evaluation and appraisal of the *youngballymun* strategy and its contribution to service integration and outcomes for children and young people.

The purpose of the Projects Officer role is to provide logistical supports to the CE in the period September 2010 – March 2012 in order to ensure that *youngballymun* has the capacity to deliver on the completion of its first five-year period of work and to secure the necessary resources to complete its ten-year child-outcomes focussed change strategy 2007 – 2016.

The Projects Officer will have four key areas of responsibility:

- Communications
- Events
- Policy Work
- Documentation

Communications

youngballymun has an active communications strategy with key audiences in the local community, and in national practice and policy fields relevant to the provision

of outcomes-focussed work with children and families. The second phase of the *youngballymun* communications strategy is now moving into implementation. The Projects Officer will be responsible for

- Engagement with the CE and the *youngballymun* team in the effective communications of the work of youngballymun
- Preparation, ground work and general supports to the communications strategy
- the timely and effective delivery of communications resources and tools
- maintaining links with key media interests and providing supports to the implementation of the media strategy

Events

youngballymun has a full calendar of events including events with local, national and international audiences. The events calendar focuses on and promotes evidence-based practice and prevention and early intervention strategies which are community-rooted and locally-owned.

The Projects Officer will be responsible for

- Operational supports to ensure the smooth delivery of the youngballymun events programme
- Delivery on key event management tasks including liaison with speakers, conference and event materials, effective communications, and post-event information resources (such as conference reports etc)

Policy Work

youngballymun has a brief and remit to inform and influence policy development in the field of prevention and early intervention and as services move into full implementation and as evaluation systems are established it is now timely for *youngballymun* to progress this aspect of its work.

The Projects Officer will be responsible for

- Preparation, ground work and general supports to policy work including preparation of draft briefing papers on *youngballymun* for key policy makers
- working with *youngballymun* staff to draft policy position papers on prevention and early intervention
- preparation of presentations on *youngballymun*
- project support for position and practice papers to be developed as part of policy influence

Documentation

youngballymun provides documentation of its work in multiple formats for a whole range of audiences – from parents to policy makers. The Projects Officer will be responsible for the timely production of a range of documentation including post-event reports; project reports; summaries of key policy and evaluation documents – across a range of fields relevant to the work of *youngballymun*.

Other responsibilities

In keeping with the culture and ethos of *youngballymun* as an active change agent the Projects Officer will work responsively and flexibly to support the implementation of the *youngballymun* strategy and the role will include the capacity to respond proactively to emerging needs as the work of *youngballymun* develops.

Experience and Skills Profile

The successful candidate will have

- A proven track record in service provision, communications or policy work
- Evidence of a high level of written communications skills
- Demonstrated capacity in effective team work
- Experience of working in a challenging work environment with multiple demands and compressed time-frames and deadlines
- A third level qualification in a relevant discipline
- Appreciation of the complexity of the factors that may impact on the lives of children and families in areas designated as disadvantaged
- A commitment to ethical and value-based work for social justice and equality
- Understanding of the complexities of change and integration strategies and of the dynamics of poverty and exclusion
- Skills and ability to engage proactively, supportively and persuasively with a range of interests – local, national and international – in the effective delivery of the work of *youngballymun*
- Ability to anticipate challenges and difficulties, to develop strategies that will maximise effective outcomes, to problem-solve and to maintain relationships

Personal Attributes

- Excellent communication and interpersonal skills
- Excellent organisational and time management skills
- Proven ability to work on own initiative within a flexible, co-operative team structure

- Ability to relate to a wide variety of groups and/or individuals with diverse experience of and perspectives

Salary

The salary for this position is on the Higher Executive Officer public sector salary scale.

Travel and Subsistence

Travel and subsistence expenses will be reimbursed in line with company policy.

Annual Leave

Annual leave will be 25 working days, exclusive of public holidays.

Duration of contract

The contract is for a period up to March 31st 2012, subject to funding.

Location of position

The successful candidate will be located in the *youngballymun* office, Axis Arts Centre, Ballymun.