

Title of Post	Project Co-ordinator
Location	Castleblayney, Co Monaghan & working across counties of Cavan and Monaghan
Employment Type	Permanent, Part-time – 28 hours
Salary	€44,774.98 - €64,347.53 - Full time – 37 hours €33883.76 - €48695.42 - Pro-rated 28 hours
Contact Person	Vera Lyons / Olive Carter on 0504 20018
Closing Date	24 th October 2025
Interview Date	14 th November 2025

Information Note

Name of the Project: CDVA/TLC Kidz Project Cavan/Monaghan.

This project is part of the Athlone and Mullingar Barnardos service. The employee will be the sole Barnardos employee working in the Tusla office in Castleblayney, Co. Monaghan and will be line-managed by the Project Leader who is based in Mullingar and Athlone.

Address of our Mullingar Service; 1 Belleville Apartments, Longford Rad, Mullingar, Co. Westmeath N91 HDK3

Base for this role: Child Wellbeing Centre, Castleblaney, Co Monaghan and working across counties Cavan and Monaghan.

Background Information

Barnardos Family Support Services in Mullingar offer direct support to families to address the needs of children. The types of intervention usually include individual work with a child and/or a parent; parent and child work; family work; group work with children and adults, drop-in information and advice, and community activities. The types of support provided often include parenting support, practical support, and support to children in terms of managing behaviour, identity work, self-esteem work, sibling work, and other issues as they arise.

Information about the CDVA/ TLC Kidz Project

The Project works with children and families who have experienced gender based violence and abuse. The Project involves a co-ordinated inter-agency response at a local community level which raises awareness of the impact of domestic violence and abuse on children and has a responsive collaborative interagency response to the needs of children and their families. The core work of the project is:

- Raise awareness of domestic violence and abuse and its impact on children in the Cavan/Monaghan area
- Support agencies to develop a shared responsibility for the issue of domestic violence and abuse in the area, and develop/support a community mechanism to enable this
- Increase capacity of organisations and service providers to identify and respond to domestic violence and abuse and its impact on children.
- Link children and their families with an appropriate response/service to meet their needs with regard to their experience of domestic abuse as required; including linking children and their families with specialist domestic abuse services as needed and/or with family

- support for a holistic response to their needs as needed (Meitheal, Family Support, Youth Work)
- Co-ordinate all aspects of the TLC Kidz Groupwork Programme

Project Co-ordinator

Job Description

Post:	Childhood Domestic Violence & TLC Kidz Project Co-ordinator
Location:	Child Wellbeing Centre, Castleblayney, Co Monaghan
Responsible to:	Project Leader in Athlone/Mullingar,
Works with:	Project Leader, Cavan/Monaghan CDV/TLC Steering Group, Tusla Partners, TLC Kidz Forum, Service users and External Organisations

Job Purpose

To ensure the co-ordination, delivery and development of Barnardos services within a defined area of service responsibility. Ensuring consistency with the aims and objectives of Barnardos and contribute to the development of the Region and the Organisation.

Core Job Requirements

- Responsible for the management, development and delivery of Barnardos work with children and families within your area of responsibility.
- Ensure effective referral, assessment, planning and review processes are in place to meet the needs of children and families participating in the service.
- Ensure quality and best standards are adhered to in all aspects of the work.
- Undertake the duties of Designated Person for the project under the Children First National Guidelines for the Protection and Welfare of Children.
- Ensure that protection and welfare of children is a primary concern of all staff and that, when child protection issues arise, Barnardos policies and procedures are fully adhered to.
- Maintain appropriate relationships with external agencies in order to ensure that the needs of children and families are met in an integrated and co-ordinated manner.
- Ensure all staff, students and volunteers receive regular and professional supervision, appraisal and training needs are identified and addressed to ensure learning is promoted within your area of responsibility.
- Identify the need for service development to meet the needs of children and families within the catchments area.
- Ensure that the service operates in a cohesive way within the region and organisation and to contribute to service development within the organisation.
- Participate at regional management level and to contribute to other appropriate groups which develop strategies and policies within the organisation.
- Ensure that legislation and statutory guidelines, organisational policy and corporate plan are fully implemented within your area of responsibility.
- Ensure that Barnardos policies and procedures are fully implemented within the area of responsibility of the post.

- Ensure programmes are planned, delivered and evaluated in response to the needs of children and families attending the service.
- Identify the needs of children and families attending the service that are not being met and to advocate at an individual, service and organisational level for them to be met.
- Represent Barnardos as appropriate at local level.
- Ensure effective communication within your area of responsibility.
- Propose a budget for the service, participate in budget planning and manage an approved budget for the service in line with Barnardos financial procedures.
- Identify funding opportunities and prepare proposals in consultation with the Assistant Director of Children's Services/ Project Leader as appropriate. □ To prepare reports on the work as required.
- Ensure all case, financial and administrative records and files are maintained to a high standard and case records are accessible to Service Users, seeking permission from third parties as appropriate.
- Ensure an up-to-date Health and Safety statement is accessible and available and is adhered to and any health and safety concerns are dealt with effectively and efficiently.
- Contribute to the overall development of good practice within the organisation.
- Maintain regular contact with referrers and other relevant agencies to ensure an integrated response to the needs of children and families.
- Ensure the service participates in case conferences and other meetings in relation to the welfare of children and families.
- Ensure the information for the database is gathered and imputed within the required time scale.
- Develop and facilitate a culture of service users consultation and involvement in all aspects of the work

Requirements Specific to this Post

- Raise awareness of domestic violence and abuse and its impact on children in the Cavan/Monaghan area
- Support agencies to develop a shared responsibility for the issue of domestic violence and abuse in the area, and develop/support a community mechanism to enable this
- Increase capacity of organisations and service providers to identify and respond to domestic violence and abuse and its impact on children.
- Link children and their families with an appropriate response/service to meet their needs with regard to their experience of domestic abuse as required; including linking children and their families with specialist domestic abuse services as needed and/or with family support for a holistic response to their needs as required (Meitheal, Family Support, Youth Work)
- Co-ordinate all aspects of the TLC Kidz Programme including:
 - Ensuring referrals, and overseeing assessments and access to the programme for eligible children and mothers.
 - Recruitment, training and support of an ongoing pool of facilitators from different partner organisations
 - Providing supervision guidance and support to the facilitators to ensure consistent high quality delivery of the programme.
 - Working directly with children and mothers both in the group-work programme and in individual work as required.
 - Ensuring high quality record keeping, monitoring and evaluation of the programme.
 - Participation in the delivery of the programme, as required.
 - Providing update reports to steering group with regard to the progress of the work.

- Ensuring that post-programme support needs are identified and appropriate referrals made within the local community mechanism as required.

Note: This Job Description will be reviewed and updated in line with the needs of the work.

Project Co-ordinator

Person Specification

Personal attributes

- Excellent communications and interpersonal skills
- Ability to manage in a dynamic and busy environment
- Teamwork required and the ability to work in collaboration with others
- Ability to prioritise competing demands
- Flexibility and adaptability in terms of tasks and time is essential for this post.
- Ability to manage the staff team in a constructive way, ensuring that a high level of service provision is delivered.
- Ability to manage the complexity and diversity within your service.
- Ability to write clear reports as required.
- Demonstrate an understanding of the Management role.
- Ability to be child-centred and needs led.
- Ability to manage relationships internally and with external stakeholders relevant to your service.

Knowledge and Experience

Essential:

- A thorough understanding of the dynamics of domestic violence and abuse.
- A minimum of 3 years post qualification experience which includes experience of working with children and families who are living with domestic violence and abuse.
- Demonstrate management capacity.

Desirable:

- Have worked in a lead or supervisory role.

Qualifications

Relevant professional 3rd level qualification (minimum of Level 7 on the NFQ) essential, for example:

- Social Work
- Social Care
- Child Care
- Education
- Youth and Community Work
- Psychology or equivalent
- Management training highly desirable

Full driving licence and access to the use of suitably insured car essential.

The post holder is initially assigned to work as part of the Athlone/Mullingar service, the post is based in Monaghan serving counties of Cavan and Monaghan but may be required in the future to work in other locations in the Cavan/Monaghan area in line with organizational needs.



Barnardos is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all.