

Title of Post	Project Leader
Location	South Cork City Family Support Project, Mahon, Cork City
Employment Type	Permanent, Full-time, 37hrs
Salary	€61,003.88 - €79,588.51
Contact Person	sheila.osullivan@barnardos.ie
Closing Date	Wednesday, 7 th January, 2026
Interview date	TBC

Name of the Project: South Cork City Family Support Service

Address/Location: 8-9 Orchard View, Ringmahon Road, Mahon, Cork city.

What does the South Cork City FSP do?

The project provides family support to vulnerable children, young people and their families across the South Cork City area – providing individual family support, and group support. The project provides targeted supports to strengthen family networks, support parents and strengthen children's development and well-being. Work happens in family homes, in the Barnardos centre in Mahon, and in school and community settings.

What will the Project Leader do?

They will manage Barnardos' family support services and related activity in the Cork South City and County area.

Project Leader

Job Description

Post: Project Leader

Location: Initial assignment South Cork City/Mahon

Responsible to: Assistant Director

Works with: Cork South, including South Cork City Family Support Service

Job Purpose

To ensure the development, management, delivery and review of Barnardos Services within your area of responsibility within the strategic direction of Barnardos and participate in the overall development of the region and organisation.

Core Job Requirements

Management:

- Responsible for the delivery, management, development and review of Barnardos work with children and families within your area of responsibility.
- Take an active lead in the service design process utilising the specialist support services within Barnardos and other external resources.
- Propose a budget for the service, participate in budget planning and manage an approved budget(s) for your area of responsibility in line with Barnardos financial procedures.
- Pursue funding opportunities to support the work and to prepare and submit funding proposals in consultation with the Assistant Director of Children's Services.
- Undertake the duties of Designated Person for the project under the Children First National Guidelines for the Protection and Welfare of Children
- Prepare reports on the work as required and to maintain effective working relationships with funders as appropriate.
- 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.
- Ensure the information for the data base 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.

Staff and Supervision:

- Ensure all staff, students and volunteers receive regular and professional supervision, appraisal
- Ensure training needs are identified and addressed to ensure learning is promoted within your area of responsibility.
- Manage the recruitment process for staff to the service.

Delivery of Services:

- 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
- 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 that legislation and statutory guidelines, organisational policy and corporate plan are fully implemented within your area of responsibility.
- 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.
- Ensure that regular contact is maintained 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.
- Undertake direct practice as appropriate.

Development of the Service:

- Develop 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.
- Pro-actively pursue the development of services to meet the needs of children and families within the catchments area of your responsibility through appropriate participation in community and interagency structures.
- Identify recruitment needs for the service, review and propose job descriptions and person specifications.
- Participate in the overall development of good practice models within the organisation.

Organisational Role:

- Participate in the development of organisational policy and plans to ensure they are implemented within the work of the project.
- Ensure that the service operates in a cohesive way within the region and organisation and to participate in service development for a within the organisation.
- Participate at regional management level and other appropriate groups to contribute to the development of strategies and policies within the organisation.
- Represent Barnardos as appropriate at local / regional or national level, which may involve media and advocacy work.
- Undertake specific regional / organisational tasks in agreement with the line manager.

Requirements Specific to this Post

- Collaborate with Assistant Director and Project Leader Cork North regarding management of Creative Community Alternatives cases
- Be responsive to potential developments in the Cork South area, both city and county

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

Project Leader

Person Specification

Personal attributes

- Excellent communication 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 lead and manage the staff team
- Ability to prioritise competing demand.
- Ability to work autonomously but see advice as appropriate.

- Ability to manage complexity and diversity.
- Ability to develop, manage and maintain complex internal and external relationships with a range of stakeholders.
- Ability to assess needs and identify appropriate service responses.
- Ability to work to standards and work within policy framework and legislation.
- Ability to demonstrate high level dynamic skills of responsiveness, flexibility, creativity and problem solving.
- Ability to be analytical and critical.
- Flexibility and adaptability is essential for this post.

Experience

A minimum of five years post qualification experience and demonstrate competencies in terms of management ability essential. Prior management experience highly desirable.

Qualifications

- Relevant professional 3rd level qualification essential, for example: Social Work, Social Care, Child Care, Education, Youth and Community Work, Psychology or equivalent. Management training highly desirable.
- Full clean driving licence and access to the use of a suitably insured vehicle is essential

The post-holder is initially assigned to work in the South Cork service, based in Mahon, but may be required in the future to work in other locations in the Cork area in line with organisational needs.

Barnardos is an equal opportunity employer.

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