**Project Coordinator**

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| **Job Title**  | Consent Education Programme Project Coordinator |
| **Location** | Galway Rape Crisis Centre, Foster Place, Galway |
| **Remuneration**  | Administrative Grade V point 3 (pro rata €44, 715) The Post is .5 WTE |
| **Respond by** | 15/03/2021 |
| **Proposed Interview****Date/s** | 24/03/2021 |
| **Reporting Relationship** | Project Coordinator reports to the Centre manager on a day to day basis and to the Project Manager; Domestic, Sexual and Gender Based Violence Services Programme, Tusla: Child and Family Agency on all matter relating to EU Project compliance. |
| **Scope and Purpose of the Post**  | To support the implementation of the Consent-Ed Project. This includes delivery of consent training within a range of educational settings targeting three groups 12 to 15 years old, 15-17 year old and Traveller young people (and their parents). To manage the EU project administration and requirements (with a specific focus for GRCC)To network with a range of stakeholders to ensure the development and up take of the programme and its concurrent material development. To support and administer the evaluation of the various iterations of the Consent education project.  |
| **Duties and Responsibilities**  | **Project Coordinator (with responsibility for the Consent Education Project) will work with the Project Manager** **Domestic Sexual and Gender Based Violence Services Programme and the relevant stakeholders to:****Standards*** Work as part of a team across a multiagency setting.
* Establish effective working relationships with internal and external stakeholders across statutory agencies, non-governmental organisations and others.
* Demonstrate a clear understanding of Better Outcomes, Brighter Futures, child protection, dynamics of power & control and sexual violence.

**Administrative*** Maintain up to date records and contact lists on all implementation and possible implementation sites for internal and external reporting requirements.
* Ensure the review and evaluation tasks, related paperwork are completed, collated and centralised, evidencing same
* Support aspects of document development for projects.
* Support budget management and procurement processes.
* Generate project reports maintain project records.
* Arranging travel and accommodation
* Support the planning of meetings and ensure minutes are produced from same
* Support the updating policies and procedures, ensuring project workers are aware of both
* Link with all Project personnel (Project Manager &Project Worker) to ensure all aspects of the administration of the project are in line with best practice.

**Delivery*** Support the development, delivery and review of the programme interventions to educators, sexual violence service providers, Traveller groups, and other relevant stakeholders.
* Contribute to the development of policies, procedures, guidelines and safe financial practice and adhere to relevant legislation, regulations and standards.
* Contribute to development and implementation of evaluation and monitoring mechanisms for projects, in particular to establish an evidence base around effective education and prevention strategies for young people relevant to sexual violence.

**Human Resources*** Support the preparation and issuing of documentation (correspondence, reports etc) to the highest possible standard
* Attend supervision in line with employer policy.
* Promote a culture that values diversity and respect in the workplace.
* Where appropriate establish and maintain records of attendance, statistical information, annual returns, and any other information as may be requested.
* Work as part of a team and treat all members with dignity and respect.

**Health & Safety** * Comply with Covid public health advice and regulations
* Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.
* Have a working knowledge of the National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role.

 **The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**  |