

Job Description

Homework and Afterschool Programme Leader

with

Southside Partnership DLR

(Part time -19 hours per week)

Our Mission

Working in partnership to improve social and economic inclusion and build vibrant communities in Dún Laoghaire Rathdown.

Our Vision

To see an inclusive and just society, without discrimination, where people are encouraged and enabled to reach their full potential within strong vibrant communities.

Reporting to	The SICAP Community Development Manager
Key responsibilities include	Oversee and facilitate daily afterschool programmes and Homework Clubs, lead a team of staff and volunteers, liaise with parents, schools and the local community and keep up-to date records for reporting.
Salary	€15,925 per annum – for 19 hours per week
Initial fixed term contract	Fixed - Term, subject to successful completion of a probation period.
Duty station	Furry Hill Community Resource Centre, Eircode D16Y6X9

About Southside Partnership Dun Laoghaire Rathdown

Southside Partnership DLR CLG is a local development company working towards an inclusive and just society, where each person is encouraged and enabled to reach their full potential and live with dignity in active, healthy, sustainable and safe communities. We provide a comprehensive range of supports and services to people and communities throughout Dún Laoghaire Rathdown (DLR) we do this through the following programmes and teams

- Employment and Enterprise
- Health and Wellbeing
- Children, Families and Community Resource Centres
- Integration

Southside Partnership receives funding through SICAP (Social Inclusion and Community Activation Programme) 2024-2028, we manage the Southside Partnership DLR LAES (Local Area Employment Service), a Community Employment and a Tús Scheme supported by the Department of Social Protection alongside a number of projects financed through HSE, Tusla, Local Government and Philanthropy.



About Changing Lives DLR

We work to develop a community fund aspiring to make Dun Laoghaire-Rathdown the best place for children and young people to flourish and meet the full potential, and where older people are supported to age well in their communities.

Changing Lives DLR, and the people who support us have ambition - to see our communities and the people within them thrive. As people familiar with the social issues affecting the community, we have a vision of making our community a more connected and caring.

Using our knowledge, expertise and experience we connect donors to support the development of quality projects managed by charities and community organisations that are making a major impact on the people of Dun Laoghaire-Rathdown.

The Homework Club and Afterschool Programme

Reporting to the Community Development Manager and based in Furry Hill Community Resource Centre. The programme will support children young people and families by providing a range of programmes in the local community, we also meet people where they are at and use a community development approach in everything we do.

Through philanthropic funding from DLR Changing Lives and modelled on our current Homework Club and Afterschools programme in Holly House Community Centre; we will provide a range of educational, social, recreational and health and wellbeing supports for children living in the Furry Hill community and surrounding areas.

Key Responsibilities of the Homework Club and Afterschool Programme Leader

- The Programme leader will be responsible for playing a lead role in the design and implementation of a programme of group-based supports and interventions for children in targeted areas.
- The Programme Leader will lead a team responsible for supporting children's language, cognitive, emotional, physical, well-being and social skills through structured programme delivery.
- Working with the Community Development Manager to design and coordinate an age appropriate afterschool and homework club programme.
- Ensure the effective daily management of the programme, supporting the team to provide a safe space for children that supports their development and well-being.
- Adhere to all relevant organisational and national policies and procedures.
- Where relevant, assist in developing referral systems and pathways for children and families.
- Meet with and engage parents regularly and as necessary to discuss children's progress.
- Ensure all equipment and resources are fit for purpose and that the rooms are prepared for all activities.
- Participate in the leveraging of funds for the programme.
- Collect, maintain and communicate data, evaluations and prepare regular reports on activities, progress, outputs and outcomes achieved through the work.
- Build positive relationships with external organisations and community partners.
- Actively promote initiatives and programmes on organisational social media platforms.
- Tasks identified by CEO and senior Management Team identified as and if needed



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dlr
Comhairle Contae County Council



General Duties

- Preparing reports and records for funders and other bodies
- Working collaboratively with other organisations, staff, boards and committees in meeting the objectives of the programme
- Working as part of the health and safety team

Qualifications, Knowledge and Experience

- Third level or QQI Level 6 qualification in a relevant discipline: social sciences, childcare, social care, health, education, youth / community development
- Demonstrate an understanding of social inclusion and community development

Planning and Organising

- Demonstrate ability to oversee and manage weekly programmes for children
- Demonstrates the ability to problem solve and develop appropriate solutions

Leadership and Teamwork

- Excellent interpersonal and communication (written and oral) skills
- Proven ability to develop, motivate and lead a team
- The ability to work independently using own initiative
- The ability to effectively manage the programme and meet deadlines

Interpersonal and Communication Skills

- Excellent interpersonal, influencing and networking skills with a demonstrated capacity to build effective relationships internally and externally with the LCDC, Pobal and other LDC's.
- Excellent written and verbal communication skills with the ability to prepare reports successfully.

Salary and Benefits

The Salary for the Homework and Afterschool Programme Leader is €15,925 per annum based on full time salary of €28,584. This role is 19 hours per week; Monday-Thursday 1pm-5.45pm. Benefits include joining our Pension Scheme (after 6 months), training and professional development opportunities, bike to work scheme and EAP (Employee Assistance Programme).

Application Process

To apply, please send your Curriculum Vitae as well as a cover letter by email marked "Homework and Afterschool Programme Leader " to HumanResources@sspship.ie by 29th of November. Interviews will take place on the week starting on the 2nd of December.

Please note:

- *Southside Partnership DLR is an Equal Opportunities Employer*
- *No late applications will be accepted and canvassing will lead to disqualification*
- *Any offer will be subject to satisfactory references and Garda vetting as appropriate*



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