**JOB DESCRIPTION – ABILITY PROJECT COORDINATOR**

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| **Job Title** | **Project Coordinator** |
| **Function** | The main focus of the work is to develop and implement interventions for young people (15-24) in need of employability support, who have; A diagnosis of ASD, A mental health condition, A learning disability or Hidden disability. They will be involved in building an awareness of the Ability project across all relevant stakeholders (including employers). This role will also ensure best practice in the professional support and supervision of the staff team. |
| **Reports to:** | CEO |
| **Roles and responsibilities of the employee** | Responsible for the development of a high quality person centered employability project for young people (15-24years) with a disability in Limerick Metropolitan area;  **Management & Coordination**   * Develop and implement local Ability strategies and work plans. * Lead a small team of support staff to include training, ongoing development, support and supervision and performance management * Oversee the recruitment and assessment of participants in conjunction with the referral subcommittee * Develop a training plan for each cycle of the Ability Project * Lead on the delivery of the Work preparation Initiatives component of the programme   **Collaboration & Communication**   * Plan, implement and review formal and informal employability programmes / activities with young people based on the assessment of their individual needs. * Work with young people using a variety of methods, including group work, individual work, holiday provision, residential and family work. * Engage external facilitators to provide specialists workshops/ information sessions * Work in collaboration with Limerick Ability Project partners. * Ensure that effective communication is in place with partner organisations and for all levels of the project * Support and administer the continued development of the interagency steering committee * Develop and maintain close and effective working relationships with organisations working with the Limerick Ability Project’s target group * Attend organisational meetings as required * Effectively communicate the work of Limerick Ability Project to a range of stakeholders to include the management of a project webpage   **Administration**   * Provide regular reports and updates to a local Limerick Ability Project Steering Committee and the Management Team of Limerick Youth Service * Maintenance of record keeping systems * Implement monitoring and evaluation systems * Manage the programme budget in cooperation with Senior Manager * Keep up-to-date on national and international developments in disability / employability, especially in relation to the target group * Register and track participants   **Other**   * There may be other tasks given at the discretion of your line manager  **Knowledge and Experience** The Project Coordinator should be able to demonstrate experience and expertise in the following areas:   * Experience of working with young people in a group setting * The ability to lead a multi-disciplinary team * Excellent presentation and facilitation skills * An in-depth knowledge of strategic and programme planning  **Person Specification**  * The ability to work sensitively and in an empowering way to those requiring additional support * Flexible, creative with the ability to adapt to a changing and challenging environment * Ability to analyse information and make decisions that meet the goals of the project. * Able to conduct oneself in a way that commands confidence and respect. * Fair, impartial and open to new ideas and information * In possession of excellent written (both academic and report/proposal writing), oral communication, facilitation and presentation skills * Highly organised, good time management with ability to prioritise work. * Appreciative of the main social, economic and environmental issues currently affecting the sector * Self-motivated to work in a dynamic manner and as part of a team to achieve high standards and outcomes. * Be passionate about learning, creative and forward thinking |
| **Please note:** | The duties as outlined above are indicative of the main activities to be undertaken. They are not intended to be exhaustive.  However, they may be subject to reasonable change in line with the future direction and changing needs of the organisation. None of these duties will be outside the capability of the worker. |
| **Location** | Limerick City |
| **Working Hours** | The Coordinator will work a minimum of thirty-five hours per week in a flexible manner that may include evenings and other times, in accordance with the service needs. |
| **Salary** | The salary associated with the post is €41,000 |