

Job Advert: Innovation & Programme Manager (Open to Public Competition)

Family Carers Ireland (FCI) is the national charity supporting over 500,000 family carers across the country who dedicate their lives to caring for loved ones such as children or adults with physical or intellectual disabilities, frail older people, those with palliative care needs or those living with chronic illnesses or addiction. We provide a range of services and supports for family carers nationally from our local support centres.

Family Carers Ireland is currently recruiting an **Innovation & Programme Manager** reporting to our National Lead for Partnerships & Innovation. The Innovation & Programme Manager will develop, co-ordinate and implement a number of education and training programmes, videos, e-learning and workshops as outlined in the Organisation's commitment to education and training programmes. Working with the National Lead for Partnerships and Innovation and managers from other teams, the successful candidate will be responsible for identifying appropriate education and training opportunities for family carers in order to affect the smooth progress of each programme. They will focus on enhancing the wellbeing of family carers, through the development, management and evaluation of high-quality education, training and personal development events. Development and implementation of education and training will include programmes and workshops for family carers, young carers, former carers, volunteers and staff that work within the organisation. The Innovation & Programme Manager will have oversight and responsibility for each of the programmes from start to evaluation. They will also ensure that Family Carers Ireland staff and external tutors are appropriately briefed on their roles and responsibilities

Role Criteria: The successful candidate should possess the following **essential** criteria.

- A degree (QQI 7 or higher) in the area of Social Work / Community Development / Social Care or other relevant related area;
- OR**
- A minimum of five years' experience working with families in similar situations;
 - Experience in the management of education and training programmes;
 - Ability to prioritise tasks and work within a dynamic environment;
 - Excellent IT Skills - mainly MS Word, Excel, Outlook, PowerPoint, Zoom and other platforms
 - Flexibility in attitude and approach to the job;
 - Reflective approach to their work;
 - Experience negotiating with community-based organisations or groups to maximise education and training opportunities for carers;
 - Experience of management of stakeholder engagement;
 - A strong work ethic, proven ability to work under pressure, demonstrating effective time management;
 - Project Management skills;
 - Excellent oral, empathic communication skills and the ability to establish rapport with a diverse range of people, demonstrating strong facilitation and presentation skills;
 - Proven networking skills;
 - Ability to work autonomously and within a team.
 - Full drivers licence with access to own car.

The following is also **desirable**:

- Knowledge of education and training available to family carers through other providers;
- Experience of working remotely;
- Knowledge of education and training needs of family carers;
- Willingness to do some out of hours work when required.

Terms & Conditions: Permanent, full-time contract (37 hours per week; Monday - Friday). The successful candidate will adhere to a hybrid model of working i.e. from their home location and from a Family Carers Ireland location in Limerick. Flexibility to travel to meetings as required is essential. The remuneration for this role includes an annual salary of €40,000 and access to a defined contribution pension scheme. The annual leave entitlement of 26 days per year.

Application Process - Applicants are invited to submit their up-to date CV and cover letter demonstrating how they meet the above criteria to recruitment@familycarers.ie no later than **Tuesday, June 28th 2022**. Prospective candidates may contact us for a copy of the job description if they wish. **It is intended to hold interviews for this role on Thursday, July 7th 2022.**

Family Carers Ireland is an Equal Opportunities Employer