



**Role Description and Person Specification**

<b>Role Title</b>	<b>Listen Project Co-ordinator</b>
<b>Status</b>	<b>Contract for Service (3 year duration)</b>
<b>Location</b>	<b>Remote, onsite in Sphere 17 and other locations within the catchment area as required</b>
<b>Reporting to</b>	<b>Listen Project Steering Group (LPSG) or LPSG nominated representative</b>
<b>Remuneration</b>	<b>€220 per day (€31.50 per hour - 7 hour day) plus Vat</b>

**Role Purpose**

The key role of the Listen Project Coordinator is to manage the day-to-day operations and development of the Listen Project youth counselling service in line with the direction of the Listen Project Steering Group and in cooperation with Listen Project Clinical Governance Oversight.

**Duties of the Role**

<b>Leadership &amp; Service Development</b>	<ul style="list-style-type: none"> <li>• Counsellor recruitment and induction, in collaboration with Clinical Governance Oversight.</li> <li>• Working with Clinical Governance Oversight consultant to support the maintenance and development of clinical governance best practices and setting up counsellor CPD.</li> <li>• Research to identify additional suitable locations for counselling in the community and schools.</li> <li>• Managing the roll-out of the project in new areas, including liaising with schools.</li> <li>• Identify and apply for opportunities for further funding streams or programme-specific funding to promote the sustainability or development of the Listen Project.</li> <li>• Promotion of the service in the local areas through networking with schools and youth/community organisations, social media, meeting with parenting/youth groups, etc.</li> <li>• Identify opportunities for collaborations, referral pathways, and new service development.</li> </ul>
<b>Operational Management &amp; Delivery of Results</b>	<ul style="list-style-type: none"> <li>• Monitoring service performance and ensuring the views of young people are captured and reflected.</li> <li>• Preparation and presentation of regular progress reports and updates in required formats for the Listen Project Steering Committee.</li> <li>• Maintenance of all relevant records and documentation in line with best practice, funders' requirements, and in compliance with IACP and GDPR guidelines.</li> <li>• Ensuring confidentiality and boundaries are appropriately managed in the Listen Project in line with professional standards.</li> <li>• Liaising with the steering group on development progress and identifying solutions to challenges that arise.</li> <li>• Coordinate all aspects of the Listen Up initiative.</li> <li>• Project Administration</li> </ul>
<b>Building Relationships &amp; Communications</b>	<ul style="list-style-type: none"> <li>• Regular on-the-ground meetings and engagement with counsellors, steering group members, schools, and other stakeholders to support the effective operation and development of the Listen Project.</li> <li>• Building relationship building with stakeholders relating to youth counselling and youth mental health in the catchment area.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaising with schools and community organisations to roll out services in new locations.</li> <li>• Networking and promotion of the service through various local channels such as schools, youth/community organisations, social media, and parenting/youth groups.</li> <li>• Ensuring the views of young people are captured and reflected in the delivery of the service.</li> </ul>
<b>Drive &amp; Commitment to High-Quality Community-Based Youth Counselling</b>	<ul style="list-style-type: none"> <li>• Adherence to youth service values, youth-centred practice, and ethically informed principles of the Listen Project.</li> <li>• Monitoring and maintaining service standards to ensure the project delivers high-quality counselling services.</li> <li>• Commitment to the development of the Listen Project to ensure it remains responsive to community needs and continues to offer high-quality services to young people.</li> </ul>
<b>Person Specification</b>	
<p>Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. The person appointed will likely demonstrate a genuine commitment to Northside Partnership's ethos and vision and that of The Listen Project.</p> <p>The Listen Coordinator will be required to have/be:</p>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Third level qualification in a relevant discipline.</li> </ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• A supportive and empowering leadership and management style with the ability to inspire and motivate others.</li> <li>• Able to manage relationships with a wide range of people and capacity to facilitate meaningful engagement of all stakeholders, especially the youth counsellors.</li> <li>• Previous experience of project management and service development/promotion in the not-for-profit sector</li> <li>• Experience of working with community service providers, funders, groups, community arts organisations, youth projects, schools and after-schools projects.</li> <li>• Committed to youth service values, youth centred practice, and ethical principles.</li> <li>• A high level of youth mental health awareness</li> <li>• Strong organisational and administrative skills, including extensive project management experience and experience applying for funding.</li> <li>• Team player with enthusiasm, drive and approachability.</li> <li>• Strong communication skills.</li> <li>• Experience in budgeting and financial reporting.</li> <li>• Experience in project/service development and promotion.</li> <li>• Very good IT skills, and ability to use salesforce data system.</li> <li>• Full clean driving licence and access to vehicle for work purposes where required</li> </ul>
<b>Desirable Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of therapeutic process and adolescent counselling</li> <li>• Experience of youth mental health service provision</li> <li>• Knowledge and understanding of the structures, organisations and communities in the catchment area</li> </ul>

### Terms and Conditions of Employment

<b>Location</b>	Remote, onsite in Sphere 17 and other locations within the catchment area as required
<b>Salary</b>	€220 per day (€31.50 per hour - 7 hour day) plus Vat
<b>Contract Type</b>	Contract for Service (3 year duration) – 21 hours per week
<b>Travel &amp; Subsistence</b>	Travel and subsistence will be paid at public sector rates
<b>Probation</b>	A review period of 3 months will apply