



Job Vacancy – Coordinator

1. **Employer:** NEWKD
2. **Job Title:** Coordinator Older Persons Home Maintenance Service
3. **Reporting to:** NEWKD Coordinator
4. **Salary and Benefits:** Salary scale applies
5. **Job Purpose:** To Coordinate the Older Persons Home Maintenance Service
6. **Base:** NEWKD Offices, 20 Upper William St, Listowel, Co Kerry.
7. **Contract:** Immediate appointment with an initial one year contract, subject to funding

8. **Personal Specification:**
 - At least 3 years relevant employment experience in either in the public, private or community sector
 - Relevant qualification in business, management, social science or community development desirable
 - A proven ability to coordinate an integration employment initiative through an affirmative action approach
 - An understanding or experience of running a community enterprise
 - A comprehensive understanding of the rationale for this initiative
 - A commitment to an inclusive ethos

 - Excellent communication skills
 - Excellent organisation skills
 - Excellent IT skills
 - Full clean driving license

9. Job Description

- To coordinate, development and enhance the Older Persons Maintenance Service, funded as part of the Community Services Programme, through Pobal on behalf of Dept. of Rural and Community Development
- To coordinate the day to day operations, including staff support and supervision
- To adhere to all NEWKD policies and procedures including Health & Safety
- To adhere to the operating rules and guidelines of the Community Services Programme and keep appropriate and up to date records of all actions

- To implement the current business plan, monitor and evaluate, track and implement KPI's, undertake 6 monthly reports, end of year report, and undertake business planning going forward and all other reports, feasibility studies and consultation as required
- Day to day management and support of staff and vehicles
- Work with relevant training/support agencies to devise a training programme for staff, including an annual training development plan for each worker
- Work with relevant employment support agencies towards recruiting employees e.g. Jobs Club, Local Employment Services, Supported Employment Services, Dept. of Employment Affairs and Social Protection and others as relevant
- To develop a processing system for work requests etc
- Develop linkages and working relationships with relevant stakeholders
- To monitor and evaluate relevant budgets and apply for suitable funding
- To source information on best practice project examples from other Local Development Companies and/or similar initiatives which may be local, regional and nationally
- To demonstrate creativity, innovation and drive within the team environment
- Preparing business plan and development of the service as a social enterprise
- Networking, supporting and co-operating with relevant stakeholders and agencies
- To attend any team or Board meetings as required
- Participate in staff development and training relevant to the post
- Perform such other duties as are required by NEWKD
- Garda Clearance required



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

