



# Irish Advocacy Network Limited

## MANAGER JOB DESCRIPTION 2019

<b>Job Title:</b>	MANAGER	<b>Organisation Name:</b>	Irish Advocacy Network CLG.
<b>Location:</b>	Based out of the Dublin Head Office Managing Dublin City and County and National Forensic Services	<b>Number of Positions:</b>	1
<b>Weekly Working Hours:</b>	35 hours per week	<b>Application Closing Date:</b>	5pm Friday 12 <sup>th</sup> April 2019
<b>About the Organisation</b>	The Irish Advocacy Network CLG is committed to providing the highest possible quality of service to clients and the community. A growing organisation that provides the opportunity to manage Core service areas in line with the organisational values.		
<b>Objective of the Role</b>	<p>The purpose of this role is:</p> <ul style="list-style-type: none"> <li>To drive, manage and facilitate the development of the Irish Advocacy Network and Peer Advocacy in the HSE region, encompassing the aims and objectives of the Irish Advocacy Network</li> <li>To provide administration support to the CEO</li> <li>To provide Line Management to regional peer advocates</li> <li>To provide supervision and support to regional peer advocates</li> <li>To appropriately represent the Irish Advocacy Network externally</li> <li>To oversee complex advocacy cases</li> <li>Member of management team reporting to CEO</li> </ul>		
<b>Experience &amp; Qualifications</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Previous recent experience of managing a team</li> <li>Experience working within Mental Health Sector</li> <li>Personal experience of having a mental health difficulties</li> <li>Proven skills and track record in operations management and leadership</li> <li>Demonstrated track record in planning, organising and decision making</li> <li>Have completed Peer Advocacy Training or are willing to undertake Peer Advocacy Training</li> <li>A relevant third level or professional qualification</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Acting in the capacity of an ambassador for an Organisation</li> <li>Experience of working in a not for profit Organisation or in a similar Organisation in the Health Sector</li> </ul>		
<b>Role &amp;</b>	<b>Services</b>		

**Belfast Office:** Knockbracken Healthcare Park, Saintfield Road, Belfast BT8 8BH, Tel: +44 (48) 90

**798849 Head Office:** First Floor, The Tannery Building, 53 – 56 Cork Street, Dublin 8, D08 X31R

Tel: +353 (0) 1 8728684

**Company Registered No:** 396641

**Charity No:** CHY 14403



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### Responsibilities:

- Carry out and facilitate the development of innovative processes for the services and activities of the Irish Advocacy Network within the HSE Region, under the direction and supervision of the CEO
- Provide administration support as and when required for CEO
- Manage the delivery of IANs peer advocacy services to eligible people
- Implement agreed actions, commitments and service standards
- Oversee complex advocacy cases and seek direction of complex advocacy cases from CEO/Management team
- Provide service cover when necessary

### Resource Management

- Responsible for day-to-day line management of Regional Peer Advocates
- Provide supervision and support to Regional Peer Advocates
- Participate in Management Meetings, Regional Team Meetings and Organisational meetings
- Ensure the regional team members are adequately trained and capable of performing their roles
- Foster a culture where regional staff feel that they are part of a team and that their efforts on behalf of the Organisation are appreciated
- Ensure, when necessary, sufficient cover is in place for staff who may be absent or on leave
- Record holidays and absenteeism

### Planning and Systems

- Submit a forward planner for the week ahead to the CEO
- Assist the CEO in the development and operation of an appropriate system for monitoring and evaluating the Peer Advocacy Service within the HSE Region. Approve Regional Peer Advocates Worksheets, Forward Planners and Reports on a weekly/monthly basis

### Finance

- Maintain an agreed financial system within appropriate guidelines and provide reports as requested by the CEO
- Submit accurate weekly worksheets, forward planners, reports and expense reports etc. to CEO and Head Office
- Approve Regional Peer Advocates Expense Sheets (In line with worksheets and receipts)

### Representing the Organisation

- Represent the Irish Advocacy Network within the HSE Region at relevant meetings and conferences organised by other voluntary/community organisations and/or statutory bodies under the direction and supervision of the CEO

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	<ul style="list-style-type: none"> <li>• Under the direction and supervision of the CEO, make presentations on behalf of the Irish Advocacy Network and network with other voluntary/community organisations and/or statutory bodies</li> <li>• Participate as required in initiatives appropriate to the development of the Irish Advocacy Network under the direction and supervision of the CEO</li> <li>• Responsibility for promoting the Irish Advocacy Network and Peer Advocacy within the HSE Region, under the direction and supervision of the CEO</li> </ul> <p><b>Training and Development</b></p> <ul style="list-style-type: none"> <li>• Facilitate the provision of Peer Advocacy Training and the development of Training Modules under the direction and supervision of the CEO</li> <li>• Undertake relevant training at the request of the CEO</li> </ul> <p><b>General Duties</b></p> <ul style="list-style-type: none"> <li>• Undertake such duties within reason as may be assigned by the CEO</li> <li>• Adhere to the Irish Advocacy Network’s Code of Practice and uphold the organisation’s values and core principles</li> </ul>
<p><b>Skills/Abilities:</b></p>	<ul style="list-style-type: none"> <li>• Strong numeracy and literacy skills</li> <li>• Good presentation skills</li> <li>• Extensive administrative skills</li> <li>• Leadership ability, demonstrating skills of good people management and leadership skills, and the ability to build interpersonal relationships and interact positively with own staff members and other management</li> <li>• Excellent communication skills to manage internal relationships, external stakeholders and provide first class presentations</li> <li>• The ability to work under pressure within a team</li> <li>• A self-starter with good problem solving and decision making skills</li> <li>• Highly organised with the ability to manage workloads within often exacting timeframes.</li> <li>• Ability to work collaboratively and flexibly across team diversity</li> <li>• A confident and resilient nature with the ability to take the lead in challenging situations</li> <li>• Proficient in Microsoft Office (Word, Excel, Outlook and PowerPoint)</li> </ul> <p><b>Specifications:</b></p> <p>The duration of the contract is subject to funding. Standard working hours are 9am to 5pm with demands of the role involving non-standard work requirements on some evenings and weekends.</p> <p>The successful applicant will be required to travel between work locations, predominantly within Dublin and access to your own car is required. The successful applicant will be required to support and provide cover for services and other managers as may be required.</p>

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	<p>Salary €40,000 pa</p> <p><i>This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or that may be required to do either now or in the future.</i></p>
<b>Application Process:</b>	<p>Applicants can email a cover letter and their CV to <a href="mailto:recruitment@adarehrm.ie">recruitment@adarehrm.ie</a> <b>Closing date for application is 5pm on Friday 12th April 2019.</b></p> <p><i>The Irish Advocacy Network is an Equal Opportunities Employer. For any further queries please email Derek McKay on <a href="mailto:recruitment@adarehrm.ie">recruitment@adarehrm.ie</a> or 01 5613594.</i></p>

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