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**VACANCY: FRONTLINE MANAGER FAMILY SERVICES GALWAY**

**Title of Post:** Frontline Manager Family Services

**Reporting:** Head of Services

**About Peter McVerry Trust:** Established in 1983 by Fr Peter McVerry the charity works with individuals at risk of, or experiencing homelessness, primarily in the Dublin region. Peter McVerry Trust provides a wide range of services in the areas of prevention, housing, homelessness, under 18s residential and drug treatment.

**Our Vision**: “An Ireland that supports all those on the margins and upholds their rights to full inclusion in society.”

**Our Mission:** Peter McVerry Trust is committed to reducing homelessness and the harm caused by drug misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger persons with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model and within a framework that is based on equal opportunities, dignity and respect.

**Key Responsibilities and Duties**

1. **Reporting to the Head of Services:**

* You are responsible for the management of all operational matters associated with the efficient and effective running of your services including the management and supervision of dedicated staff teams;
* You ensure that the services for which you are responsible, prioritise the needs and preferences of the clients in line with the mission and values of Peter McVerry Trust and that the services meets the objectives as set out in the Strategic and Operational Plans.
* You ensure the services is run to the highest standards.
* You participate in a critical on call provision to manage critical incidents in relation to the services.
* You demonstrate a commitment to continuous improvement through ongoing review of current practices in your services, informed by feedback from key stakeholders and best practice.
* You provide direction, guidance and support to staff members ensuring that all are clear on tasks associated with their role and are accountable for their completion.
* You highlight the need for change where appropriate, providing leadership and direction throughout the change process.
* You are responsible for providing timely and accurate monthly reporting of key service metrics to the Head of Services.
* To oversee the administration associated with the roster, payroll, petty cash and monthly services reports.
* To maintain positive working relationship with key partners such as the Local Auhority, Tusla and other stakeholders to ensure better outcomes for children and families.

**Person Specification:**

**Qualifications and Experience:**

* A minimum of degree level qualification in a relevant discipline e.g. (BA in Social Care, Social Care, Social Work etc.
* Essential competencies: Commitment to providing the highest level of service, respect for others, openness to change, communication skills– oral, aural and written, contributing to the prevention and management of challenging behavior, professionalism & maintaining professional boundaries, effective team working, focusing on outcomes, analysis and problem solving, initiative and taking responsibility and leadership (All other competencies to be reviewed as part of the supervision and support process.
* Understanding of the needs of families and relevant supports, to uphold best practice in relation to Children First and guiding principles.
* A minimum of 4 years relevant post qualification experience in a residential setting.
* Management experience and a proven track record in leading and motivating staff.
* Currently operating at front-line management, social care leader or team leader level.
* The candidate should be an excellent communicator and possess strong interpersonal skills.
* A management qualification is desirable.

**Benefits Package:**

* Attractive Salary
* Core Professional Training and CPD
* Cycle to Work Scheme and Tax Saver
* Death in Service Benefit
* Employee Assistance Programme
* Career progression opportunities

**To apply please download the application form at:**

[Vacancies - Peter McVerry Trust (pmvtrust.ie)](https://pmvtrust.ie/about-us/jobs/)

**Completed application forms should be sent to** [**recruitment@pmvtrust.ie**](mailto:recruitment@pmvtrust.ie)

**Closing date for receipt of application is Tuesday 31st May**

**Peter McVerry Trust is an Equal Opportunity Employer**

**Peter McVerry Trust Operations Ltd Registration Number 412953 Charity Number CHY7256**