

# **ANA LIFFEY DRUG PROJECT**

## **PERSON SPECIFICATION: Project Worker (ONLINE AND DIGITAL SERVICES)**

This person specification sets out the various criteria which are essential or desirable for the post and by which we will assess your application. When completing your application please address all the points set out below.

### **EXPERIENCE**

- A minimum of one year's experience working in a role which involved project management of one or more projects [Essential]
- Experience of using MS Office for data management and report writing [Essential]
- Experience of public speaking [Essential]
- Experience of liaising with multiple stakeholders to progress a project [Desirable]
- Experience of working in the area of addiction / community development / health services / social care management or other related field [Desirable]
- Experience working in the online environment and working with digital tools [Desirable]
- Experience of conducting research [Desirable]

### **QUALIFICATIONS**

- A relevant third level qualification [Essential]
- A full, clean driving license for 2 years [Desirable]
- A qualification in Youth Work [Desirable]

### **KNOWLEDGE**

- Demonstrates an understanding of youth culture in Ireland

- Demonstrates an understanding of drug services and drug issues in Ireland.
- Demonstrates a knowledge of event management
- Demonstrates a knowledge of good practices when liaising with media

## **SKILLS AND ABILITIES**

- Strong communication and inter-personal skills at all levels
- Proven organizational skills with the ability to prioritize needs and objectives
- Ability to conduct thorough research, analyze information and to write clear concise and readable reports
- Ability to facilitate events
- Ability to establish positive professional relationships through networking and through the general course of the work
- Ability to use initiative and apply sound decision making skills

## **ATTITUDE**

- Enthusiastic and committed to engaging young people in conversations about drugs and safety
- Ability to engage and motivate others
- A team player committed to consultative ways of working
- Enthusiastic to support innovative new ways to support clients and agencies in both online and offline environments
- Flexible, “can do” approach to working
- Commitment to participate in supervision and in training and development

## **CONTRACTUAL**

- To work off site as necessary (within Ana Liffey's guidelines)
- To work anti-social hours as required