

# **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 of working in either organizational support, administration, online training and content production, training development, direct service delivery or similar areas [Essential]
- Experience of using MS Office products for data management and report writing [Essential]
- Experience of developing training [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 Moodle administration [Desirable]

### **QUALIFICATIONS**

- A third level qualification [Essential]
- A full driving license with two years qualification. [Desirable]
- A training development/eLearning qualification [Desirable]

### **KNOWLEDGE**

- Demonstrates an understanding of drug services in Ireland and how these work across the continuum of care

- Understands the need for organisations to have a policy and procedural base
- Understands the need for stakeholder consultation in the development of policies
- Understands the potential for technology to support learning and sector-wide knowledge sharing
- Demonstrates knowledge of Equal Status, Child Protection and Health and Safety, and the implications of both within the working environment

### **SKILLS AND ABILITIES**

- Strong communication and inter-personal skills at all levels
- Proven organisational skills with the ability to prioritise needs and objectives
- Ability to analyse information and to write clear concise and readable reports
- Ability to take the lead on pilot programmes
- Ability to design and develop training programmes.
- 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
- Ability to proficiently learn how to use new tools for training, support and service delivery

### **ATTITUDE**

- Enthusiastic and committed to the work of the Ana Liffey
- Ability to engage and motivate others
- A team player committed to consultative ways of working
- Enthusiastic to support innovative 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