

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 two years' experience of working and/or training in the area of addiction. [Essential]
- Experience of using MS Office for data management and report writing [Essential]
- Experience of delivering training and / or facilitating groups [Desirable]
- Experience of working in liaison with other agencies within both the voluntary and statutory sectors. [Desirable]
- Experience of case management / care planning process and implementation [Desirable]
- Experience working in the online environment and working with digital tools [Desirable]

QUALIFICATIONS

- A relevant third level qualification [Essential]
- A full driving license with two years qualification. [Desirable]
- A qualification in Addiction Studies [Desirable]

KNOWLEDGE

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

- Demonstrates an understanding of change management and organisational development
- 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 facilitate groups and deliver training
- 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