

Title of Post	Project Co-ordinator (Youghal, Cork)
Location	Youghal, County Cork with travel as required
Employment Type	Part-Time (30 hours) & Permanent Contract
Salary	€39,007 - €56,058 DOE (This is the pro-rated salary for 30 hours)
Contact Person	Aileen O'Keeffe on 0214307964 / aileen.okeeffe@barnardos.ie
Closing Date	Friday 21 August 2026
Interview Date	Thursday 27 August 2026

Information Note

Barnardos in Youghal offers a range of family support and afterschool and was established 4 years ago. It has developed a plan of preventative and early intervention work through to work with families experiencing considerable difficulty. It offers a range of groupwork and individual family support to the local Youghal community and new communities living in Youghal.

This is a project that is still growing and developing with support from Barnardos, Tusla and its local Steering group.

Project Coordinator

Job Description

Post:	Project Co-ordinator – Barnardos Youghal
Location:	Youghal, Cork with travel as required
Responsible to:	Project Leader – North/East Cork Family Support
Works with:	Barnardos local, regional and national staff and managers, Community representatives, Service Users & Staff and Partner Agencies and Funders. Youghal FRI Steering Group, local Youghal community groups and community and statutory service providers; Youghal Family Support Project Worker, Project Staff.

Job Purpose

The Project Co-ordinator is responsible for the ongoing development and management of Family support, Family Resource Initiative, and Afterschool, on behalf of Barnardos and the Youghal FRI Steering Group.

The Project Co-ordinator works on behalf of Barnardos who are the Lead Agency. The Project Co-ordinator, on behalf of Barnardos, is responsible for reporting to Tusla, Pobal and Barnardos, and updating the Youghal FRI Steering group, and will work with them to develop and continue to support the development of a Youghal FRC.

Core Job Requirements

- Supervision and development of project staff
- Collect, maintain data and prepare reports as required by Steering Group, Barnardos and the funders.

- Ensure family information is recorded accurately and in a timely manner into Barnardos Electronic Record Keeping (ERK) System.
- Foster and develop a sense of community cohesion for Youghal
- Facilitate a culture of service user consultation and involvement in all aspects of the work.
- Identify and address training needs to ensure learning is promoted within your area of responsibility.
- Organise and manage the recruitment, induction and supervision process for any new staff. (Possibly in relation to staffing of After school service.)
- Ensure all case, financial and administrative records and files are maintained to a high standard and case records are accessible to service users, seeking permission from third parties as appropriate.
- Undertake the duties of Designated Person for the project under the Children First National Guidelines for the Protection and Welfare of Children.
- Ensure that the protection and welfare of children is a primary concern of all staff and that, when child protection issues arise, Barnardos policies and procedures are fully adhered to.
- Maintain appropriate relationships with external agencies in order to ensure that the needs of children and families and the programme are met in an integrated and co-ordinated manner.
- Ensure any identified programmes are planned, delivered and evaluated in response to the needs of the children, families and services in Youghal.
- Complete ongoing analysis of local need and service gaps to ensure service remains responsive
- Develop appropriate relationships with external agencies in order to ensure that the needs of children and families in the Youghal area are met in an integrated and co-ordinated manner.
- Participate at regional management level and other appropriate groups to contribute to the development of strategies and policies within the organisation.
- Represent Barnardos and Youghal as appropriate at local / regional or national level, this may involve media and advocacy work.

Requirements Specific to this Post

- Report to the Project Leader in Barnardos Knocknaheeny
- The Co-ordinator will take a strong community development approach and work in partnership with and support the Youghal Steering Group and the local community to progress the work of the project.
- Attend Steering Group, Sub Group or funder Meetings as required.
- Support the pursuit of funding opportunities, Capital development projects, work with other agencies to submit grant applications, or other opportunities as they arise in line with the development of the project.
- Engage with the Regional Management Team
- Manage the Afterschool including supervision of staff and volunteers in line with Barnardos policies, and managing reporting relationship to Pobal and the School Age childcare Inspectorate
- Ensure all Health and Safety requirements are compliant
- Manage the Building/base s including H&S compliance and balancing premises with service need
- Liaise and engage with IPAS partners to offer an integrated service

- Agree a balance of Universal and targeted services with Project Leader in response to needs and funder requirements

Note: this Job Description will be reviewed and updated in line with the needs of the work.

Project Coordinator

Person Specification

Personal Attributes

- Demonstrate an understanding of the management role
- Excellent communication and interpersonal skills
- Ability to develop, manage and maintain complex internal and external relationships with a range of stakeholders relevant to your service
- Ability to manage in a dynamic and busy environment with competing demands
- Ability to work with families experiencing significant disadvantage
- Teamwork required and the ability to work in collaboration with others
- Ability to lead and manage the staff team
- Ability to work autonomously but seek advice as appropriate
- Ability to manage complexity and diversity within your service
- Ability to assess needs and identify appropriate service responses
- Ability to work to standards and work within policy framework and legislation
- Ability to be analytical and critical
- Ability to write clear reports as required
- Flexibility, creativity, enthusiasm, adaptability and perseverance are essential for this post.

Experience

- A minimum of 3 years post qualification experience and demonstration of management capacity is essential.
- Experience of a lead or supervisory role is highly desirable.
- Experience of working in disadvantaged areas is highly desirable.
- Community Development experience highly desirable.

Qualifications

- Relevant professional 3rd level qualification essential, for example: Social Work, Social Care, Child Care, Education, Youth and Community Work, Psychology or equivalent.
- Management training is highly desirable.

Flexibility around working hours is required. Evening and weekend work will be a feature of this position.

Full clean driving licence and access to the use of a car essential.

The postholder is initially assigned to work in Youghal but may be required in the future to work in other locations in the Cork area in line with organisational needs.

Barnardos is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all.