

Project Officer with Tallaght Local Drug and Alcohol Task Force

35 Hours per week

Employer: South Dublin County Partnership (SDCP)

Status: Permanent Subject to probation

Location: Based in SDC Partnership Offices, Tallaght

Reporting to: Task Force Coordinator

South Dublin County Partnership (SDC Partnership) is a Local Development Company primarily funded by the Irish Government to bring together local communities and state agencies to tackle the problems of unemployment and social exclusion. We develop projects and services to support sustainable and vibrant communities where people can realise their potential and experience a high quality of life. The focus of our activities is on areas where people experience disadvantage and our programmes of work are organised across key thematic areas: Community Development, Enterprise and Employment, Lifelong Learning, Children & Families and Health and Well Being.

Role Description

Role Purpose - The person will be working with the Tallaght Local Drug and Alcohol Task Force (TDATF) to strengthen the implementation of its activities across the Task Force area (Tallaght & Whitechurch) to **support the TDATF develop new programmes as well as support the role out of its existing programmes.**

Reporting The Project Officer will be part of the TDATF staff team within SDCP, reporting on a day-to-day basis to the Task Force Coordinator, who is a senior manager in SDCP. Their work plan will be informed by the Task Force Coordinator and strategic / annual priorities of TDATF. They will work collaboratively with TDATF and its subgroups as well as frontline community drugs services.

Duties of the Role - The individual will work closely with the Task Force and funded projects across the TDATF area, and other services across the Four-Tier Model of drug and alcohol treatment and rehabilitation services <https://www.drugs.ie/NDRICdocs/ndrframework.pdf>. The successful candidate will play a key role in the implementation of case management processes across the continuum of care within the TDATF region, as well as having an important role in the community on behalf of the TDATF. The individual will engage with the relevant inter-agency networks within the TF area.

National Drugs Rehabilitation Framework

- Take a lead role in the implementation of the National Drugs Rehabilitation Framework (NDRF) at a local level and adapt to any amendments in policy that occur.
- Oversee the embedding of case management processes at a local level in line with national strategy.
- Identifying, organising, and delivering training as needed across TDATF Communities
- Managing the gaps and blocks process locally, in partnership with the TDATF



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- Supporting the monitoring and review of case management processes, including reporting systems, across the area
- Participate on relevant networks as required

Development

- Take a lead role in the roll out of the recommendations of local research.
- Conduct research and mapping exercises as required by the TDATF.
- Work closely with the TDATF and its subgroups to identify areas for development in line with the overall work plan for the area
- Provide support to the Task Force and mainstream funded projects with inter-agency initiatives.
- Support TDATF in facilitating the voice of service users, family members and community representatives, and other groups as required by the TDATF.

TDATF Programmes

- Deliver SAOR training and similar programmes within TDATF Communities.
- Support the TDATF in delivery of the various public information and publicity initiatives throughout the year.
- Support the local work for the Drug Related Intimidation and Violence Engagement (DRIVE) initiative.

Communication

- Support data collection across community addiction services, ensuring TDATF have the most up to date information available to them.
- Develop relevant materials for the TDATF website in collaboration with the TDATF, its subgroups and key stakeholders.
- Assist with the development and management of the TDATF social media and website.

SDCP / Admin

- Prepare work plans, funding proposals and progress reports as required
- Participate in TDATF staff team meetings
- Partake in SDCP facilitated staff training and development events

Person Specification

Each candidate must possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the post.

If being processed for appointment, original documentation will be sought for all qualification requirements for the post.

Qualifications

Essential:

- Possess minimum QQI level 7 award in a relevant human science discipline; health; social care profession or related discipline.

And

- Have not less than 2 years satisfactory experience working within a social/community/homeless/substance misuse rehabilitation/family support service.

Knowledge, skills, and competencies

- Demonstrate a clear understanding of the NDRF and the 4 Tier Model of drug and alcohol treatment and rehabilitation services.
- Demonstrate an understanding of the national policy guiding the work of Local Drug and Alcohol Task Forces.
- Demonstrate an understanding of community development principles.
- Proficient in Microsoft Office package.
- Excellent communication skills both written and verbal.
- Research skills.
- Report writing skills.
- Demonstrate an ability to work independently on his or her own initiative as well as part of a team.
- Demonstrates an understanding of the various models of intervention used in drug and alcohol treatment and rehabilitation service settings.
- Demonstrates an understanding of the role of family as well as the individual within a substance misuse rehabilitation service setting.
- Group facilitation and/or delivering training.
- Demonstrates a clear ability to manage multiple tasks/initiatives.
- Time management skills.
- Proficient in Microsoft Office package.
- Excellent communication skills both written and verbal.
- Demonstrate an ability to work independently on his or her own initiative as well as part of a team.
- Time management skills.

Key Skills		
Candidates will be shortlisted based on illustrating in their application that they fulfil the following criteria. Examples that demonstrate the ability to fulfil the criteria should be included as well as the above competencies.		
	Essential	Desirable
Education/ Qualifications:		
• Educated to Degree Level	✓	
• Willingness to undertake professional development	✓	
Knowledge/skills:		
• Demonstrate a clear understanding of the NDRF and the 4 Tier Model of substance misuse rehabilitation and treatment services.	✓	
• Demonstrate an understanding of the national policy guiding the work of Local Drug and Alcohol Task Forces	✓	



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• Demonstrates an understanding of the various models of intervention used within substance misuse rehabilitation service settings.	✓	
• Demonstrate an understanding of community development principles.	✓	
• Demonstrates an understanding of the role of family as well as the individual within a substance misuse rehabilitation service setting.	✓	
• Problem solving	✓	
• Influencing and negotiation skills	✓	
• Communication skills –verbal and written, report writing, presentation	✓	
• Group facilitation and/or delivering training		✓
• To plan and organise at organisation and personal level	✓	
• Demonstrates a clear ability to manage multiple tasks/initiatives.		✓
Experience:		
A minimum of 2 years PQE		
• Experience of Local Drug and Alcohol Task Force Structures	✓	
• Experience of development of new programmes	✓	

Remuneration Package & Benefits:

- The salary for this position will be based on the successful individual's qualification and experience. Project salary scale will start: €34,831 (Point 1)- €51,737 (Point 10). Point 9 – after 3 years on Point 8, Point 10 after 3 years on Point 9)
- Access to HSF low-cost health insurance
- Access to Employee Assistance Programme (EAP)
- Bike to Work Scheme

Application Process

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send an up-to-date detailed CV (no more than 2 pages) which will include the name and contact details of two references, plus a one-page cover letter which will clearly outline how you meet the specific criteria relating to this role. *NOTE: no contact will be made with referees before a job offer is made.*

Project Officer TDATF Ref: 207/2025 to:

Administration & Operations Department, South Dublin County Partnership, Unit D1, Nangor Road Business Park, Nangor Road, Dublin 12

OR alternatively email your application to jobs@sdcpartnership.ie – subject box to be marked:

Project Officer TDATF Ref: 207/2025

Closing date for receipt of applications: **Wednesday 12th November at 5pm.**

Note no late applications will be accepted.

South Dublin County Partnership is an Equal Opportunities Employer.