

Job specification:
Capacity Building Co-ordinator (full-time)



Key responsibility

Genio's core mission is to ensure that self-directed living approaches are made more widely available to help people build purposeful and productive lives in the community. This role will focus on facilitating service reform processes in the field of dementia services in Ireland and supporting wider change efforts across the Genio programme areas in disability, mental health, dementia and homelessness.

Purpose of the role

The person will play an integral role in supporting the dementia team in a current programme of work targeted at implementation of personalised supports for people with dementia in health services. The person will co-ordinate meetings with relevant participants of this work, gather data through stakeholder interviews, conduct data analysis and theme identification to inform cycles of action with working groups involved in home care delivery. The person will also play an important role in the delivery of Genio's capacity building programmes. Initially this work will be focused in the disability and mental health fields. This will involve supporting specialist trainers by facilitating breakout groups, liaising with applicants and participants on the training programmes and exploring with participants how the training programmes can be further developed and customised.

Outcomes to be achieved

The role will support the achievement of the following outcomes:

- Development of integrated and personalised services for people with dementia in 8 identified sites.
- Enhanced pathway for delivery of Dementia Specific Intensive Home Care Packages.
- Shared learning opportunities implemented across and within identified sites.
- Significant capacity development on the part of people who need services, their families and other supporters (across disability, mental health and dementia), to increase opportunities for the development of cost-effective, individualised supports.
- A growing movement of leaders who have benefited from training and skills development that support the implementation of self-directed living approaches, in line with government policy.
- Capacities and processes developed within service provider organisations, responsive to the needs of individuals.

Qualifications

Ideally applicants should have a relevant third level qualification, preferably in one or more of the following areas: social studies, organisational development, action research or a related approach to facilitating and informing change.

Experience

Candidates should have a minimum of 3 years' experience working in change processes with a range of stakeholder groups and a good understanding of social and health services in Ireland.

Competencies and qualities required for this role

- Understanding of how people and organisations learn and develop.
- Excellent facilitation skills.
- Excellent interpersonal skills.
- Excellent presentation skills.

- Ability to develop networks across varied stakeholders.
- Experience managing third-party contractors.
- Knowledge/understanding of:
 - Opportunities and challenges of policy implementation and service reform processes.
 - Organisational change and/or action research.
 - Individualised, person-centred supports.

Attributes that will offer an advantage

- Experience of supporting the facilitation of change in social services using an action research method.
- Experience of community development work.
- Understanding of how the social sector works; who the key stakeholders are; and some understanding of social service policy and practice.
- An understanding of dementia-specific supports.
- Experience of carrying out qualitative research.

Competencies and qualities required for all Genio team members

- Commitment to Genio's vision, mission and objectives.
- Excellent organisational skills, an ability to prioritise, work to deadlines and execute tasks with appropriate attention to detail.
- An ability to operate in rapidly changing environments and to tolerate ambiguity.
- Keen intelligence, judgement and capacity for analytical thought.
- Capacity to work on own initiative and to seek support as needed.
- Ability to communicate clearly and maintain a professional and friendly manner.
- Ability to write clearly and concisely with excellent spelling and grammar.
- Ability to develop and maintain relationships with key stakeholders.
- Excellent diplomatic, networking and influencing skills.
- Ability to work collegially as a team member supporting others to achieve outcomes.
- Honesty and integrity.

Other requirements

- Role requires flexibility and involves travel and overnight stays.
- Car and clean driver's license required.
- Permission to work in Ireland.

Reporting relationship: Dementia Programme Manager; and Capacity Development and Outreach Manager.

Salary scale: €45,000 to €55,000

How to apply

Applications for this position can be made online: www.genio.ie/capacity-building-coordinator

- **For queries contact:** recruitment@genio.ie | 01 7071700
 - **Closing date:** Friday, 3rd November 2017 at 5pm
 - **Interviews:** First round interviews for shortlisted candidates will take place on Tuesday 14th November 2017. Second round interviews will take place on Tuesday 21st November 2017.
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Genio, 19-21 Westland Square, Pearse St., Dublin 2, D02 YH27, Ireland.

t: +353 1 7071700 | e: recruitment@genio.ie | w: www.genio.ie