

Role Title	Project Co-ordinator – Dublin North Networks and Initial Assessment Team
Location	Dublin North
Employment Type	Fulltime (37 hours per week) & Fixed Term Contract to end December 2027
Salary	€47,165 - €67,782 Depending on Experience
Contact Person	Linda linda.byrne@barnardos.ie Phone: 01-8642433
Closing Date	21 st April 2026
Interview Date	TBC

Are you a purpose driven individual who is passionate about making a difference, and helping some of society’s most vulnerable children? At Barnardos, we pride ourselves on delivering impactful services that make a difference to the lives of children and families across Ireland.

Every childhood lasts a lifetime. As trauma informed specialists our core purpose is to provide the necessary support for children to overcome childhood adversity, embedding a trauma informed ethos and practice into every service we provide.

Why work at Barnardos?

As a Project Co-Ordinator, we appreciate the value of your time when you’re developing, overseeing and providing essential services, that’s why we have the necessary support structures and network in place that will allow you to make a real impact on the lives of children across Ireland. We also offer the following:

- Barnardos offers a competitive salary – recognising the experience you bring to the role
- Generous annual leave entitlements plus discretionary Company days
- Employee pension scheme with employer contribution/ Company Sick Pay Scheme
- Access to regular trauma informed support, supervision, training and many other professional development opportunities
- Tax saver and bike to work schemes in operation
- Access to the Employee Assistance/Wellbeing programme for employees and their immediate family members

What’s the role?

Barnardos are seeking an experienced Project Co-Ordinator to manage a newly established initial Assessment team, working in Dublin North County areas.

The team will be located in North Dublin area, spending some initial time in Finglas with a long term view of moving towards the Coolock area.

This team will be responsible for undertaking low to medium level Child Protection Initial Family Assessments (IAs) on behalf of Tusla, using the Signs of Safety Assessment Framework. Additionally, this service will provide intensive family support for a small number of vulnerable families referred from the Initial Assessment work.

What will my day to day look like?

In this role, the Co-ordinator will be responsible for the delivery of Barnardos’ Initial Assessments and intensive family support work, ensuring high-quality assessments, effective referral pathways, timely throughput, staff management and leadership and strong partnership working with Tusla. The role operates with the support and guidance of the Project Leader.

The Co-ordinator will manage a small team of project workers who will both conduct Initial Assessments and provide family support for families, parents and children in the catchment area.

The service will work in partnership with Tusla North County Dublin and North Dublin networks and within the strategic direction of Barnardos.

With support, the Co-ordinator role will be key in establishing the new team, recruiting new team members, and developing a quality system of practice.

Once established, the Co-ordinator will be responsible for the day to day management of all staff within the team, ensuring quality practice and outcomes for children and families across the North County Dublin and North Dublin Areas.

The Project Co-Ordinator will hold a small case load of Initial Assessments whilst having overall responsibility for the line management, risk management support, supervision and oversight of the project workers and their work within the team.

The Co-ordinator will be responsible for the following:

Management:

- Provide enhanced coordination of the IA Service, including oversight of all day-to-day IA operations, quality assurance, and practice support for workers, under the guidance of the Project Leader.
- Work closely with the Project Leader in budget planning and financial administration for the team, ensuring compliance with Barnardos financial procedures and all funder requirements, and to support the identification, development and submission of funding opportunities and proposals that will strengthen and sustain the service locally, in consultation with the Assistant Director.
- Act as Designated Liaison Person (DLP) for the project in line with the Children First National Guidelines, ensuring that the protection and welfare of children remains a primary concern of all staff and that Barnardos safeguarding policies and procedures are fully adhered to in the event of child protection concerns. That all Initial Assessments are completed in line with Barnardos and Tusla protocols and the Signs of Safety framework are to the highest quality standard.
- Oversee and co-ordinate the daily workflow of all Initial Assessment cases, ensuring effective and timely throughput within agreed timelines, including allocation, monitoring and case progression, while working closely with the Project Leader to review and analyse team workload, throughput and relevant service data, maintain effective referral pathways between Initial Assessments and intensive family support work, and quality assure and sign off on all Initial Assessment decision-making, data recording and report writing.
- Attend Initial Assessment referral meetings with Tusla, accept and allocate IA referrals to staff, and ensure all completed and escalated Initial Assessments are returned to Tusla with a clear overview and analysis of the work undertaken and risk assessment completed.
- Meaningfully engage in supervision process with the Project Leader.
- Meaningfully engage and contribute to the Regional Management Team Structure and any associated meetings or systems in place.
- Work with the Project Leader to ensure an up to date Health and Safety Statement is accessible, available and adhered to with any health and safety concerns being dealt with effectively.
- Attend IA referral meetings with Tusla, accepting IA referrals and handing cases over to staff members to undertake the IA.

- Return all completed and escalated IAs to Tusla, providing an overview of the work undertaken and assessment carried out.

Staff and Supervision:

- Manage, with support from the Project Leader, any required recruitment of staff within the service.
- Identify and address training needs appropriately, ensuring learning is promoted within your area of responsibility.
- Provide regular and professional supervision/appraisals for all staff within Barnardos policies, protocols and guidelines.
- Support and encourage staff interest and engagement in their own learning and development
- Develop a team culture of learning, development and motivation.
- Ensure the highest quality standards for all practice undertaken in your area of responsibility.

Delivery of Services:

- Be vigilant for signs of physical, sexual and emotional abuse, neglect or any concerns regarding the welfare of children. To record and report concerns promptly and accurately as a mandated person.
- Conduct and complete a small number of Initial Assessment on behalf of Tusla, using the signs of safety framework
- Consult with the project leader in relation to IA's undertaken regarding decision making and assessment outcome and to report any child protection concerns in relation to these IA's to the project leader.
- Liaise effectively with families and other statutory community and voluntary bodies.
- Attend and contribute to reviews and case conferences as required.
- Keep updated electronic records in regards to all aspects of the work and to prepare reports as required to a very high standard.
- Ensure that legislation and statutory guidelines, organisational policy and the corporate plan are fully implemented within your area of responsibility in line with the Project leader
- Maintain responsibility for KPI's, quantum's and other requirements for all aspects of the work (IA and Family Support work), ensuring the team have a good understanding of these.

What experience do I need?

- A minimum of five years' post-qualification experience in a similar role
- Ability to develop, manage and maintain complex internal and external relationships with a range of stakeholders
- Experience of Child Protection or Initial Assessment work is essential
- Prior management experience highly desirable
- Motivated individual with a drive to deliver high quality, efficient and effective practice for vulnerable families

Do I need a qualification?

Yes, to be considered for this role you will hold a recognised third level practice qualification (minimum Level 7 on the QQI) in one of the following:

- Social Care / Education / Social Work / Youth Work / Early Childhood Care / Education or a related discipline e.g. (Nursing, Psychology, Early Years' Education)

A Full driving licence and access to the use of a suitably insured vehicle is essential.

The post-holder is assigned to work in the Dublin North County and will initially have an office space in Finglas but may be required in the future to work in other locations in the Dublin 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.**