



# UKRAINIAN REFUGEE SUPPORT PROJECT

## RECRUITMENT OF PROJECT SUPPORT CO-ORDINATORS

*3 Month Contract Posts*

### The Project

It is anticipated that over 3,000 Ukrainians will be accommodated in Waterford over the coming weeks and months. In response to this, along with associated agencies and community groups Waterford City & County Council has established the **Ukrainian Refugee Community Response**. This Community Response initiative will endeavour to ensure that shelter, supports and relevant services are provided to the Ukrainians who are placed here and will ensure the streamlined delivery of such services and supports. Waterford City & County Council has established two emergency accommodation centres at Dungarvan Sports Centre and Carrickphierish to temporarily house Ukrainian refugees.

### The Role

Waterford City & County Council is recruiting a number of Project Support Co-ordinators to assist in the co-ordination of the response in and between the emergency accommodation shelters. The role will involve assisting with planning, monitoring and reacting to the needs of the Ukrainian refugees as they arrive. The Project Support Co-ordinators will ensure all premises, supplies and resources are used effectively, to the maximum benefit of those using the shelters.

### Desirable Requirements

1. Full clean driving licence and access to a vehicle.
2. Experience of organising activities and events.
3. Experience of working with vulnerable groups
4. Experience of working with community groups

### Competencies

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form and/or at interview of competence under these headings. Short-listing or interview processes will be based on the information provided by candidates:

#### Relevant Experience (100 Marks)

- Delivering front line support or services
- Dealing with difficult situations
- Working under pressure and managing events and/or logistics
- Working with community groups or outreach programmes

#### Personal Effectiveness (100 Marks)

- Organising, planning, and prioritising workloads
- Acting on own initiative when required
- Demonstrating good judgement
- Understanding the central issue of a problem and arriving at the best solution

#### Interpersonal Communications (100 Marks)

- Delivering a message in a clear and coherent fashion
- Ability to keep calm under pressure
- Establishing and maintaining productive working relationships with key stakeholders
- Communicating effectively both verbally and in writing at all times
- Makes time to listen and understand the needs of individuals

#### Team Work (100 Marks)

- Positively contributing to teams and workgroups
- Understanding the importance of good group dynamics
- Ability to take instructions
- Flexibility and willingness to embrace any changes as work plans evolve

## Duties

- Willingness to work flexible hours and travel between Dungarvan and Waterford City
- Co-ordinating the effective use of facilities and the distribution of supplies
- Acting quickly and practically with measures that will meet the diverse needs of the Ukrainian Community and to help them resettle effectively
- Prioritising and managing own workload, where necessary
- Taking a flexible and practical approach to the demands of the post, working on own initiative as well as within a structured team work plan
- Working effectively with interpreters, colleagues in the team and to establish good working relationships with other agencies and community groups.
- Preparing and providing regular progress reports
- Adhering to health and safety requirements
- Undertaking any other duties consistent with the main purpose of the post as agreed with the line manager

## Salary

The salary associated with this role **€1,847** fortnightly. Payment will be made fortnightly directly to the employee's nominated bank account, and is subject to all statutory deductions, e.g. P.A.Y.E. and P.R.S.I. and pension deduction of 6.5%

## Commencement

Must be available to commence work with immediate effect.

## Hours of Work

Successful candidates will be required to work 40 hours per week, worked over a 7 day roster between the hours of 8 a.m. and 8 p.m.

## Base

The base will be Dungarvan Sports Centre or Carrickphierish but flexibility to attend either shelter as and when needed will be required.

## Application Process

Application must be submitted using the online application form available through the following link:

<https://www.waterfordcouncil.ie/departments/human-resources/vacancies.htm>

## Selection Process

Applications may be subject to desk-based shortlisting, based on information provided by the candidate under the 4 competency headings. Candidates who are successful in the shortlisting process will be invited to attend for interview.

## Pre-Employment Checks

The selection process is not concluded until such time as references have been sought and clearance checks, i.e. Garda Vetting, have been carried out to the satisfaction of the Council.

## Further Information

Human Resources Department, Waterford City & County Council, Davitts Quay, Dungarvan, Co. Waterford  
Email: [recruitment@waterfordcouncil.ie](mailto:recruitment@waterfordcouncil.ie)

**WATERFORD CITY & COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**