



FIRST FORTNIGHT
THE ART OF MENTAL HEALTH

Therapy Services Project Manager (Part-time, Maternity Cover)

First Fortnight Centre for Creative Arts Therapies

Job Specification

Job Title	Therapy Services Project Manager (Part-time, Maternity Cover)
Closing Date	5pm, Wednesday 17 th April 2024
Interview Location	Dublin City Centre or Online
Enquiries	Name: Grace Kelly, General Manager Email: grace@firstfortnight.ie
Details of Service	First Fortnight is a charity that challenges mental health stigma through the arts and cultural action. First Fortnight delivers trauma informed creative arts therapies for children, adolescents, and adults experiencing or at risk of homelessness in Dublin. In late 2023, the organisation began the process of expanding our services for children and adolescents to Kildare, Limerick, Donegal, and Kerry. This maternity cover contract will continue the expansion in line with our current implementation plan.
Reporting Relationship	The successful candidate will report to the CEO and/or her designated person as appropriate.
Location	This role can be carried out on a hybrid basis. Hot desking facilities are available in the First Fortnight office in Dublin 8. The role requires travel to the expansion locations including Kildare, Limerick, Donegal, and Kerry.
Role Specification	The successful candidate will work as part of the First Fortnight team with primary responsibility for the project management of First Fortnight's expansion of CACTus services to four new regional locations, Kildare, Limerick, Donegal, and Kerry. The Project Manager will work with the current Therapeutic team as necessary to ensure that the current and expanded services align with HSE and

	IACAT best practices. The successful candidate will liaise closely with a Senior Creative Arts Therapist in relation to the Dublin-based service and offer support as needed.
Core Duties and Responsibilities	<p>The following is an outline of the role:</p> <ul style="list-style-type: none"> - Building and maintaining existing interagency relationships within Kildare, Donegal, Limerick and Kerry - Establishing new partnerships within these locations to support referrals and expansion of therapeutic spaces. - Supporting new therapists and partnerships in building and maintaining equipment and stock in each new location - Ensuring each new location is following First Fortnights correct policies and procedures with regards to referrals, triage, questionnaires, safety and therapeutic protocols. - Maintain regular contact with Senior Creative Arts Therapist overseeing Dublin-based service delivery. - Supporting senior creative therapists in managing and reviewing any safeguarding concerns within the service. - Regularly communicating with therapy team, multiple external agencies and partner agencies to ensure an efficient well-run service is upheld and maintained. - Recruitment of two IACAT accredited therapists for new locations. - Provide Clinical Supervision to Creative Arts Therapists in regional locations. - Working closely with Finance and Governance Manager and General Manager with onboarding of new staff members with regards to contracts, garda vetting, references. - Actively be involved with presentation and communication of the service to key stakeholders and contribute to the overall aim of the organisation to reducing stigma around mental health. - Routinely deliver status reports to the CEO and General Manager. - While this role is primarily focussed on the expansion of therapeutic services outside of Dublin, the successful candidate's expertise may be called upon in support of the Centre for Creative Therapies overall. <p>This role description is not intended to be a comprehensive list of all duties involved and successful candidates may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.</p>
Person Specification	<p>The successful candidate will:</p> <ul style="list-style-type: none"> - Fulfill the eligibility criteria for the role. - Demonstrate knowledge, skills, and experience appropriate to carrying out the duties and responsibilities of the role in line with relevant best practice and standards. - Have excellent interpersonal skills. - Be in a position to lead on planning and managing the delivery of an optimum therapeutic services in expansion locations in an effective and resourceful manner. - Have excellent communications skills, ie: oral, written and IT.

	<ul style="list-style-type: none"> - Show a proficiency in the use of IT systems relevant to the role including Microsoft 365 and associated programmes. - Experience with CRM systems is a distinct advantage. - Committed to upholding a service which operates in a trauma-informed, evidenced based manner, acquiring knowledge and proactive learning in relation to advances in theory and practice.
Eligibility criteria: Qualification and experience	<p>Essential:</p> <ul style="list-style-type: none"> - Masters degree in a Creative Arts Therapy - Clinical Supervision Qualification - Project and/or Personnel Management experience. - Experience of the recruitment process either as recruitment manager or interview panellist. <p>Desirable:</p> <ul style="list-style-type: none"> - Eligible for accreditation with IACAT or equivalent registered body - Completed post qualification training/experience in trauma-informed practice - Experience of working in homeless sector - Service design or implementation experience.
Selection Process	<p>Shortlisting will be carried out based on the information supplied in your application. The criteria for shortlisting will be based on the requirements for the role as outlined above.</p> <p>Shortlisted applicants will be called to interview. Interviews are provisionally scheduled for Tuesday 23rd April in Dublin City Centre. Online interviews can be accommodated on request.</p>
Term & Salary	<p>This is a nine month fixed-term contract for the purposes of Maternity Cover with the possibility of renewal at the end of the contract.</p> <p>4 days per week</p> <p>A monthly fee of €3000 (inclusive of VAT) is available for this role.</p> <p>This role is offered on a self-employed basis and therefore responsibility for any tax returns due to the Revenue Commissioner lies with the successful candidate.</p> <p>This contract involves access to our CRM system which holds sensitive information. As a result, this role is subject to successful Garda Vetting.</p> <p>This role is subject to adequate references which will be requested after interviews.</p> <p>Suggested start date for this role is Monday 6th May but can be flexible if the successful candidate must work out a longer notice period.</p>

First Fortnight is an equal opportunities employer.

We would like to encourage applicants from candidates coming from a diversity of national, ethnic or cultural groups (including, but not limited to Asian, Black, Traveller and minority ethnic, refugees,

people with disabilities, working-class and LGBTQIA+ communities. We understand that imposter syndrome can prevent capable people from applying for jobs. If you are interested, please apply.

To apply, please submit a CV with an accompanying cover letter to grace@firstfortnight.ie no later than 5pm on Wednesday 17th April 2024.