



## Project Outreach Support Worker 2019 – Job Description

**Reporting to:** General Manager and Workshop Manager-Trainer.

**Employment term:** Fixed term, for approximately 18 weeks, depending on start date. Start date as soon as possible.

**Weekly hours:** An average of 20 hours weekly. Actual weekly working hours may fluctuate depending on the requirements of the project; where this is necessary it will be agreed beforehand with as much notice as reasonably possible.

**Working week:** Days/times to be confirmed.

**Rate of pay:** The gross hourly rate of pay (before tax) for this position is €15/hour.

### Responsibilities:

Area	Responsibilities
<b>1. Outreach and Group Work</b>	<ul style="list-style-type: none"><li>• Recruit participants for the boat building group and encourage and support their progression and attendance throughout the project.</li><li>• Assist the Workshop Manager-Trainer in the efficient running of the project by helping to prepare the training space, interacting with participants, assisting with team building and in providing a safe and supportive learning environment.</li><li>• Interact with partner and other local organisations and facilitate the participants to link in with local networks/sources of support and advice (eg The Lantern Project, Welcome English, Nasc, CESCO members, Meitheal Mara Men's Shed, Naomhóga Chorcaí).</li><li>• Work closely with the group to facilitate learners to document their learning, provide motivation and support and a channel for feedback and evaluation.</li></ul>
<b>2. Project evaluation and reporting</b>	<ul style="list-style-type: none"><li>• Carry out a mid-project and end-of-project evaluation, including qualitative feedback from the participants, skills progression, impact on health and well-being and any indirect benefits/effects. Prepare the final project report for the Meitheal Mara Board and funders.</li><li>• Contribute to the documentation of the project overall as a model of good practice for similar work in the future.</li></ul>



<b>3. PR and publicity</b>	<ul style="list-style-type: none"><li>• Prepare press releases and generate social media coverage to publicise the project.</li><li>• Link the project in with relevant events in the city during the period of the boat build, eg, Cork Mental Health and Wellbeing Fest (7-13/10/2019).</li><li>• Organise a celebration with boat launch at the end of project.</li></ul>
<b>3. Health and safety</b>	<ul style="list-style-type: none"><li>• Assist the Boat Yard Manager - Trainer to ensure a safe and tidy work environment is maintained for the boat building project participants in line with Meitheal Mara's Health and Safety Policy</li></ul>
<b>4. Ethos</b>	<ul style="list-style-type: none"><li>• Support a culture of equal respect for every individual from short term trainee to full time staff member in Meitheal Mara, including awareness of respect due to oneself. This is the foundation of the community of learners and workers at Meitheal Mara</li></ul>
<b>5. Other Duties</b>	<ul style="list-style-type: none"><li>• Undertake other duties as requested by the General Manager and the Meitheal Mara management team</li></ul>