



Title	V-SAC Regional Co-ordinator
Reports to	General Manager
Hours	37 per week, normally 9.00-5.00pm (attendance at events and meetings outside of normal working hours, as required, for which time off in lieu will be granted)
Location	Cork City Centre and in multiple locations, as necessary (travel, including occasional overnight stays, will be required, for which expenses shall be issued in line with V-SAC's policies)
Salary	€45,000
Annual Leave	23 days, three of which must be taken when Courts close at Christmas
Term	Full time position, subject to 6 months probation

Role Profile:

In order to complete the roll out its service nationally, V-SAC intends to expand its court accompaniment service into the southern courts in counties Cork, Kerry, Limerick and Clare. There will be a number of functions to undertake as part of this expansion:

- Assess the need for court accompaniment services in Cork, Kerry, Limerick and Clare
- Recruit and train volunteers to provide services in these areas
- Allow the organisation to identify what facilities exist in courts for victims and witnesses
- Develop referral networks from regionally-based organisations and statutory providers
- Monitor and evaluate the adequacy and effectiveness of service provision

The role of the Regional Co-ordinator is to develop and deliver this expansion programme which will manage V-SAC's court accompaniment service to ensure victims of crime or those who suffer a traumatic event get the support they deserve and are treated with dignity and to roll out and maintain the service in the courts in these counties.

Main Duties

- Work closely with the General Manager and the Regional Coordinators to develop and implement a roll-out strategy for court accompaniment at a national level
- Develop and implement a court accompaniment programme in southern courts (initially Cork, Kerry, Limerick and Clare)
- Meet Key Performance Indicators set by the Board
- Assess and meet the organisation's needs through the recruitment, placement and retention of volunteers, including maintaining HR files for volunteers
- Design and deliver volunteer training in conjunction with the Manager
- Manage volunteers and their relationship with service users and key stakeholders
- Generate appropriate volunteer opportunities
- Monitor, support and motivate volunteers
- Ensure there is appropriate training and supervision of volunteers
- Assist in developing publicity opportunities to promote the service to potential users, volunteers and referral agencies
- Liaise and create good relations with key stakeholders in the courts, DPP and An Garda Síochána
- Obtain court listings in a timely fashion and ensure all relevant people are assigned to support the victims of crime in court
- Build a network of referrals on to other service providers
- Manage access to the service for service users with dignity and sensitivity
- Work with multiple agencies across different sectors
- Monitor and evaluate activity and write reports for the Board/Funders

This list is not exhaustive - the Co-ordinator will be required to undertake any other reasonable and relevant duties and/or trainings as required by the Board or the General Manager

Person Specification

Essential Criteria

- A relevant third level degree and/or a minimum NFQ Level 6 qualification and/or demonstrable experience in project management and/or working with victims of crime and/or working in the not-for-profit sector.
- Excellent communication skills, including an ability to maintain records and produce clear written and oral reports
- Flexibility and an ability to self-manage, prioritise workload and excellent time management
- High level IT and administrative skills
- A full clean driving licence and access to a car for the purpose of delivering the service

Desirable Criteria

- Experience in project set up or coordinating projects
- Experience of working with volunteers
- An empathy with victims of crime and understanding of their needs
- Experience of working in co-locations
- The ability to handle numerical data and budget management
- Experience of working across different sectors and developing links with other agencies
- A commitment to the principles of diversity, inclusion and equality