#### **Amber Womens Refuge CLG invites applications for the following position:**

#### **Refuge Change Management Facilitator**

#### **Part-time Employee, Consultancy, or Self-employed | Hybrid Position | 1-year fixed-term contract with possibility of extension, subject to funding.**

**Amber Womens Refuge,** is a long-established organisation working to empower women and children of all cultures and backgrounds to live abuse-free lives. As a specialist domestic abuse service our professional team works alongside others to safeguard women and children against domestic abuse, including coercive control. We provide safe, supportive, client centred services, from early intervention to recovery, both in the community and at the refuge.

**Our core values are those of empowerment, respect, diversity & inclusion, social justice, and integrity & transparency.**

*Amber Women’s Refuge CLG is seeking a ‘Refuge Change Management Facilitator’ to join their team and has secured annual funding up to a maximum of €22,000 for this position, commencing in January 2025.*

*This role has been identified as a key resource to support the development of a domestic violence refuge with support services in Carlow. The facilitator will assist stakeholders involved in the planning, funding, and support of refuge developments.*

*Change management, project management and implementation planning are key elements of the role. The Change Management Facilitator will assist Amber Womens Refuge with the change ahead in moving from providing one service to two.*

*This brief has been scoped to exclude aspects of capital developments that require specific technical skills associated with design and build for capital projects.*

***Background:***

*The Third National Strategy on Domestic, Sexual and Gender Based Violence – the Zero Tolerance Plan, is committed to the fastest ever expansion in the number of refuge spaces. Through the implementation of the strategy there will be double the number of refuge spaces over the lifetime of the plan, (that is 280 places across the five years) along with the required structures to deliver the higher Istanbul target. Doubling the number of refuge spaces will allow Ireland to meet the minimum standard obligation set out in the Istanbul convention.*

*In addition to other resourcing considerations, a role of Refuge Change Management Facilitator has been identified as a key enabler to support planned refuge developments from the earliest stages.*

***Overview of General Responsibilities:***

* Plan, develop and execute the project plan.
* Establish and lead a refuge development advisory committee.
* Monitor progress of the change management project, set deadlines, and collaborate with the project manager as needed.
* Provide progress updates, manage timelines, and promptly address any project challenges that may arise.
* Manage the project budget and funding.
* Oversee the project through the CAS funding application process.
* Ensure stakeholders satisfaction by maintaining frequent communication and aligning expectations.
* Work in partnership with the relevant offices of CUAN, DOJ, the DHLGH, the Housing Agency and Local Authority to ensure clear and timely flow of information and progression through each stage of the development.
* Evaluate Project Performance ensuring milestones and objectives are met.

***Qualifications:***

* A third level degree in Social Care, Project Management, Public Administration, or a related field.
* Relevant certifications in Change Management, Project Management (e.g., PRINCE2, PMP), or similar qualifications would be advantageous.

***Experience Requirements:***

* Proven experience in change management, project management, or program implementation, ideally within the social services or non-profit sector.
* Knowledge of domestic violence services and the CAS funding process is preferred.
* Strong stakeholder engagement skills, with experience engaging with stakeholders including government agencies, community organisations, and service users.
* Previous experience in leading advisory committees or community groups.
* Knowledge of funding processes, particularly related to the CAS funding application process.

***Work Flexibility and Other Requirements:***

* *A degree of flexibility is required to work outside of standard office hours, to meet the evolving needs of our services.*
* *A full, clean driver’s license and access to own vehicle are essential for this role.*

***Application Note:*** *When applying, please ensure to highlight that you hold a full clean driving license and the availability of your own car for work purposes.*

***The role may be filled on a part-time employee, consultancy, or self-employed basis. This is a 1-year fixed-term contract, with the possibility of extension for up to 3 years, subject to funding.***

#### **Letter of application and Curriculum Vitae to: Lisa Morris (Manager) via** admin@amberwomensrefuge.ie

*Further information and full job description available on request to above email****only.***

***Closing date****for receipt of CV applications: 13/12/2024 by COB 5pm.****Interviews****to take place: 10/01/2025.*

***Short listing will apply. We will only contact candidates who have been shortlisted for interview.***