



SEEKING SAFETY IRELAND MANAGER JOB SPEC – closing date – 17:00 on Friday 29th November 2024

Employer:	Ruhama (Host Organisation)
Address:	4 Castle Street, Dublin 2
Post Title:	SEEKING SAFETY IRELAND MANAGER
Accountable to:	The Head of Services of the Host organisation and the Governance Group
Purpose of post:	To work with and support the partner agencies to develop and carry out the aims, objectives and actions of the Seeking Safety Ireland Strategic Plan.

Background

Seeking Safety Ireland is a peer-informed project that has been supported by the Department of Health through its Women's Health Fund in 2022. The commitment is to develop and implement a cross sectoral, interagency Irish adaptation of the Seeking Safety model to support hard-to-reach women who experience both mental health and substance use issues, paying particular attention to those experiencing domestic and sexual gender based violence. Research has shown both internationally and here in Ireland that co-production, co-delivery and a fully integrated approach is the most beneficial way to support individuals in our services.

The focus of the Seeking Safety programme is to work with women with dual diagnosis to teach them, through psycho-educational classes, how to successfully seek safety in their world.

Specifically, this programme seeks to support recovery which will include stabilising substance and or alcohol use, reduce suicidality, self-harm, and development of dangerous relationships. Using an integration of cognitive, behavioural, interpersonal and case management approaches, it has a core goal of creating safety in order to prepare women for the next stages of 'healing.

Seeking Safety works from the premise that people who have the dual diagnosis of PTSD and Substance Use are more likely to engage in less safe drug and alcohol using activities and veer towards poly drug use. They generally experience a variety of life problems and will have an enduring relationship with both diagnoses. Also, they are unlikely to have the life skills to create the safety they need for the impacts of PTSD to reduce and the need for the painkilling task of substance use to decline.

Manager Seeking Safety Ireland

The Manager for Seeking Safety Ireland (SSI) will have the responsibility to support SSI on a national basis. It will be their responsibility to implement the SSI strategic plan with the support of the Programme Manager for Dual Diagnosis and each of the SSI Governance Group members. They will encourage consistency across each of the partner organisations in areas such as strategic development, staff support, training and supervision as well as supporting the partner organisations with the implementation of the actions identified in the strategic plan. The successful candidate will also be involved in communication and promotion of Seeking Safety Ireland





The successful candidate will be required to regularly visit and connect with individual organisations onsite and work with the Programme Manager for Dual Diagnosis (PMDD) on a weekly basis. These weekly meetings are designed to ensure the national agenda is supported, and will be in place for a defined period, as per the Strategic Plan.

The successful candidate will be responsible for driving the implementation of the strategic goals of the programme.

The successful candidate will have an administrative base in the host organisation.

The role: The successful candidate will be working closely with a cross HSE / NGO Governance group to strengthen the capacity of the local services to respond to the needs of women impacted by substance use issues, trauma and gender based violence in line with SSI strategic objectives. In addition to this the Manager will support a team of Seeking Safety workers and Peer Support Workers in the design and delivery of the Seeking Safety programme across 7 areas of the HSE. A key deliverable of the SSI Strategic Plan will be the expansion of the programme across the island of Ireland.

The successful candidate will also be required to design and deliver quarterly reports for the Governance Group on the delivery of the KPI's of the project.

Reporting: The Seeking Safety Ireland Manager will report to the Programme Manager for Dual Diagnosis on the development and implementation of the actions identified in the strategic plan, this reporting relationship will be an interim measure as the Strategic Plan will inform direction of project moving forward. They will report to an identified line manager in the host organisation for all operational work. Their work will be informed by the Seeking Safety Strategic Plan and they will report, (in writing and in person as required) to the SSI Governance Group (SSIGG) on the delivery of the KPI's.

Job description

The successful candidate will be engaged in the following areas:

Strategic implementation

- Lead SSI in delivering quality services and promote good working relationships internally and externally
- Promote, drive and develop SSI nationally
- Build effective and productive partnerships with key stakeholders
- Work with the strategic plan consultant and the Governance Group on the SSI Strategic Plan
- Develop a communication strategy in relation to reaching out to women specifically in the local communities which will include a website and social media presence
- Review and Evaluate Seeking Safety Ireland

Quality, Safety and Compliance

- Facilitate, support and, where appropriate, attend regular meetings of sub-committees, staff and management
- Be responsible for ongoing data collection and reporting





- Provide reports for and to the SSGG which the Programme Manager for Dual Diagnosis will bring to the meeting and take any questions/queries on. (The Manager will not attend those meetings directly but will attend the Operational Sub-Group)
- Policy development and ensuring policies interlink and all SSI staff are aware of them
- Deal with correspondence and follow up with referrals/queries about the programme as necessary
- Carry out and deliver on work as directed by the Programme Manager for DD, or designated officer.
- Liaise with partner organisation Manager/CEOs as required when necessary for support/passing information etc
- Aim to ensure fidelity within SSI model is maintained across all participating organisations

Finance

- Work with the finance group of SSI to identify and apply for additional funding to support SSI
- Ensure that the Project stays on budget

Staff

- Understand the distinct roles of the SSI Peer Support Workers and Project Workers and co-ordinate accordingly.
- Liaise with project staff in the partner organisations in relation to the actual SSI programme
- Provide support and direction to Support workers/Peer Support Workers in relation the delivery of the SSI Programme with the full knowledge of the appropriate Manager/CEO in each organisation
- Facilitate internal group supervision for Project Workers and Peer Support Workers
- Arrange external group supervision for the peers and workers if deemed appropriate
- Understand and ensure boundaries are kept in relation to HR matters and communication with other project staff.
- Be part of a training audit for SSI to understand unique training needs as they emerge and also to deliver training where appropriate and make recommendations accordingly
- Organise appropriate and relevant training for staff, management and sub-committees/task teams
- Ensure that the SSI staff are operating within Child Safeguarding principles as far as can be aware and raising concerns in this regard as they arise with full regard and appropriacy
- Attend regular supervision to access support both internally with Line Manager/CEO and external supervision

Networking

- Identify and work collaboratively with other key stakeholders in each community
- Strengthen and, where necessary, develop partnerships with key stakeholders in the community and statutory sector to support women in these communities
- Coordinate a range of training and information sessions across various communities/organisations which would benefit from adopting the SSI programme



Notes: Please note that the role and responsibility is subject to change to reflect the goals of the Strategic Plan which is currently being drawn up. This job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and contribute to the development of the post while in office.

Person specification:

Each candidate must possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the duties of the post.

If being processed for appointment, original documentation will be sought for all qualification requirements for the post.

***Essential
Qualifications***

- Possess minimum QQI level 8 in a relevant human science discipline; health; social care profession or related discipline

Experience

- Have the demonstrable experience in the design delivery and co-ordination of a similar project
- Have a minimum 5 years' experience working with this population group

Duration of post Permanent subject to six months' probation period

Hours: Full-time 35 hours per week.

Annual leave: 25 days per annum

Salary - €65,000 per annum

Access to own transport is essential, any costs associated with travel will be reimbursed to the employee

The management and steering group will expect that the SSI Manager will adopt a Community Development approach in all work and encourage inclusion; that confidentiality will be maintained; that all policies agreed and those yet to be formulated will be adhered to and incorporated into the operation of the SSI Project.

Please send CV and cover letter to seekingsafetyireland@ruhama.ie for the attention of Anita Whyte by the closing date – 17:00 on Friday 29th November 2024

Interviews will take place the week commencing the 9th of December 2024, shortlisting may apply

