



Job Advertisement

Research Assistant – CAREWELL Project

(Open to Public Competition)

About Us:

Family Carers Ireland is *the* national charity supporting over 500,000 family carers across the country who dedicate their lives to caring for loved ones such as children or adults with physical or intellectual disabilities, frail older people, those with palliative care needs or those living with chronic illnesses or addiction.

We provide a range of services and supports for family carers through our 22 resource centres nationwide.

About the Role:

Family Carers Ireland wish to make the following appointment;

Role: Research Assistant

Reporting to: Policy & Public Affairs Manager (or nominee)

Location: This role will initially be based from the successful candidate's home location as per Covid-19 guidelines. Once permitted, the successful candidate may align themselves with one of Family Carers Ireland's 22 resource centres around the country (subject to office space availability). Occasional travel and out of office work may be required.

Contract Duration: 24-month Fixed Term Contract

Hours per week: This is a part-time role - 15 hours / 2 days per week. Flexible work hours may be considered.

The Organisation's standard working hours are 9 am to 5.30 pm (Monday to Thursday) and 9 am to 5 pm (Friday).

Annual Salary: €10,735 year 1 / €10,880 year 2 (excluding PRSI).

CAREWELL Project: A team of researchers at University College Dublin (UCD), in partnership with *Family Carers Ireland*, are undertaking a four-year research project to examine how family carers can be best supported to balance work with care. Led by Dr Attracta Lafferty, the CAREWELL project aims to promote health and self-care behaviours among working family carers through the development of an evidence-informed workplace programme for carers working in public and private work settings. See www.carewellproject.com for more information.

Duties & Responsibilities:

The Research Assistant's role will include the following tasks and duties;

- Support the recruitment and engagement of family carers for the CAREWELL Project through *Family Carers Ireland's* membership and through the use of a range of engagement methods including social media.
- Deliver a series of local and regional dissemination and outreach activities.
- Assist with writing and producing progress reports, support project management and other project dissemination and outreach activities.
- Maintain accurate records and conduct administrative work associated with the project.
- Undertake research with regard to working carers and support initiatives to raise awareness of working carers including the production of statistics, materials and podcasts.
- Ongoing engagement with family carers, employers, trade unions and other stakeholders with regard to dissemination of the research and the delivery of dissemination activities including webinars, video content and seminars/conferences.
- To undertake any other duties required for the successful completion of the CAREWELL Project.

Other requirements

- Participate in team and staff meetings, reviews and service evaluations.
- Report concerns to line manager.
- Show flexibility in response to change and development within the organisation.
- Adhere to the all of the Organisation's policies and procedures.
- Any other duties as deemed appropriate by management.

Role Criteria:

The successful candidate must possess the following essential qualifications, skills and experience:

- Honours Degree qualification (or equivalent);
- Research experience;
- Ability to disseminate research widely and in an accessible way;
- Excellent written and verbal communication skills;
- Excellent organisational skills including a proven ability to work to deadlines;
- Fluent speaker and writer of English;
- Ability to build and maintain relationships with stakeholders at all levels;
- Ability to work with initiative within a small team;
- Have a high level of computer literacy;
- Have good time management and organisational skills.

Desirable:

- Have experience and/or a particular interest in communications, social media and media work;
- Demonstrated experience in project coordination;
- Have experience of the voluntary sector, preferably in a role which included communication with members of the public;
- Have knowledge, empathy and understanding of family carers;
- Experience of interagency/cross-sectoral working.

Application Process

Applicants are invited to submit their up-to date CV and cover letter demonstrating how they meet the above criteria to recruitment@familycarers.ie no later than **Friday, February 26th 2021**.

Family Carers Ireland is an Equal Opportunities Employer