



JOB DETAILS

Title:	Housing coordinator – Migration
Duration:	Two Years, Fixed Term Contract
Salary band:	Coordinator €43,000-€50,000 ¹
Reporting to:	Migration Programme Manager

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by, its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

Migration is a priority focus for the Red Cross and Red Crescent Movement internationally as well as for the IRC in Ireland. Ireland, along with other countries, has experienced considerably more inward migration in recent years from people in need of protection and, as a result, is challenged to respond with appropriate supports for all affected. The IRC has worked on migration for several years and is considered a key actor in responding to the humanitarian needs of refugees/ migrants seeking protection and a future in Ireland, with programming in the areas of resettlement and responding to the Ukraine crisis, among others.

SUMMARY OF ROLE

The Migration Housing Coordinator will be responsible for the day-to-day provision of Housing functions for the Irish Red Cross Migration Department. This work will focus on ensuring the organisation and programme is properly aware and advised of relevant housing regulations, that there is engagement with relevant authorities as appropriate, and that pledge accommodation is brought online to meet the needs of programme participants.

¹ This role is assigned to the Job Family of: Coordinator. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; Administration.



ROLE RESPONSIBILITIES

Knowledge and Advice

- Maintain an understanding of Building Control regulations and familiarity with Housing Standards and Regulations in Ireland;
- Ensure familiarity with Local Authority Housing Grants, schemes, supports and processes, along with an understanding of Landlord and Tenant Obligations & tenancy regulation, and an understanding of regulations relevant Beneficiaries of Temporary Protections (BOTPs);
- Maintain a knowledge of social housing, social inclusion and local authority processes and procedures;
- Maintain an understanding of the current public policy environment within the Housing sector in Ireland, key housing issues and how these might affect our work;
- Provide regular information briefings to IRC management and colleagues on housing trends linked with placement of migration cohorts;
- Provide comprehensive technical advice to IRC management on the above areas, to ensure adherence as well as also ensuring opportunities are identified;
- Organise and facilitate information awareness sessions for programme beneficiaries, in line with programme objectives;

Onboarding of accommodation pledges

- Manage all required Property Assessments and Reporting, including Inspections, in line with relevant standards, which are undertaken by pro-bono or other means;
- Oversee the provision of small scale repairs which are supported to bring pledged accommodations onboard;
- Supervise staff, if relevant, who support home repairs and maintaining records;
- Ensure that proper agreements and/or licences for accommodations and/or other IRC properties are in place and are meeting compliance requirements;
- Maintain a register of all IRC properties
- Ensure that pledged accommodations are activated in line with requirements of IRC and DCEDIY programming procedures;
- Support programme colleagues with ensuring pledged accommodation is made available as efficiently as possible, while adhering to relevant standards;
- Oversee the maintenance of records for all accommodations utilised and, in collaboration with colleagues, provide detailed reporting for management;

Relationships and Portfolio Management

- Develop relationships with property owners to build sustainable housing options as maybe relevant to the programme;
- Engage with owners of properties with whom IRC already engages to ensure there is proper relationship management;
- Support management of existing IRC housing properties to ensure they are effectively managed and compliant;



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- Link with counterparts in DCEDIY and/or Local Authorities, as advised by management, to ensure there is relevant coordination and collaboration;

Organisationally

- Work actively towards the achievement of the Irish Red Cross Migration Department goals;
- Undertake training and development as required;
- Abide by and uphold the Principles of the Irish Red Cross and the International Red Cross Red Crescent Movement;
- Undertake any other reasonable work-related duties and responsibilities assigned by line management that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential Criteria

- Relevant third level qualification in Property Management, Housing or Estate Agency, or civil engineering
- At least three years of experience working the Irish Social Housing Sector, general Housing & Property Management and Residential Tenancies Acts
- Experience of working in the social and voluntary housing sector and/or associated experience
- Experience in dealing with Irish Local Authority frameworks and key statutory authorities.
- Proven experience of the private rented sector in Ireland and assessing housing supports
- Experience of dealing with contractors in respect of repairs, maintenance and refits.
- Experience of organising property assessments in line with relevant procedures and regulations
- Computer literacy and the proficient use of Microsoft Office and other software applications including CRM Systems.
- Full clean driving licence and access to own transport
- Proven organisational skills with an ability to work independently

Desirable Criteria

- Experience working with the migration sector
- Experience working in complex community and stakeholder environments.
- Familiarity with the International Red Cross Red Crescent Movement and the Fundamental Principles.



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FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary

- A 5% employers' contribution to a company contributory pension scheme
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Death in Service benefit of four times salary
- Flexible working hours, including opportunities for hybrid working.
- Further education, training and learning supports
- Professional subscriptions (as applicable)
- Travel (bike-to-work schemes/tax saver commuter tickets)

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland.

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

jobs@redcross.ie

Your email should contain "Housing Coordinator - Migration" in the subject line. Applications should be in .pdf or MS Word format, and with file names in the following format: **<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter**

The closing date for applications for this role is 23rd July 2024

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role.

This role is part funded by:



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