**SOPHIA HOUSING ASSOCIATION**

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **Job Title** | Project Manager |
| **Location** | Sophia Housing, Sean McDermott Street Lower, Dublin 1 |
| **About Sophia** | Sophia is a national organisation, who has been supporting people as they emerge from homelessness since 1997.<br><br>Sophia is a niche service provider for two reasons; Firstly, it sees the provision of home of one's own as the primary response to homelessness and the intervention that Sophia is exclusively focused on. Secondly as an Approved Housing Body, its core mission is to provide homes for individuals, couples and families who not only need a home but also present with other support needs.<br><br>Sophia recognises that homelessness can have a traumatic impact on people and that services need to be designed and delivered in a trauma informed way.<br><br>Sophia promotes an inclusive, respectful environment for all employees and residents, with particular attention to LGBTQ+ inclusion and multicultural awareness. |
| **Reporting to** | Head of Services |
| **Contract** | Permanent |
| **Hours** | 39 hours per week, Monday to Friday (9am to 5pm) |
| **Benefits** | Sophia offers the following additional benefits to employees:<br>• 25 Annual Leave Days<br>• Additional Long Service annual leave<br>• 5% Employer pension contribution<br>• Further education and training support<br>• Employee assistance Programme |
| **Job Purpose** | To provide management and leadership in providing housing and support to Sophia residents living in Sean McDermott street. |
| | **Services**<br>• To commit to the objectives and ethos of Sophia<br>• To establish and maintain a system of communication with the Service Manager including the provision of agreed reports<br>• To develop and implement the standards within support services in a manner that reflects the policy and procedure of Sophia<br>• Efficient and effective property management of accommodation including rents, tenure, furnishing, budgets, etc., where appropriate |

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| | • To oversee the assessment and interview process for applicants to the Project and additional properties in collaboration with other Services as required.<br>• To provide an on call service nationally along with the other managers within Sophia. (Additional benefits apply for this)<br><br>**In Residential Projects**:<br>• Oversee the arrival and admission of new residents<br>• Manage issues regarding the welfare of residents as appropriate<br>• Oversee the departure of residents from the Project.<br><br>**Human Resources**<br>• To manage the recruitment, induction and on-going training, support and direction of employees, volunteers, students and trainees of Sophia.<br>• To assign work as appropriate<br>• To be responsible for the development of staff<br>• Identifying the training needs of staff<br>• Providing support to Relief Staff in their work<br>• To provide professional supervision as appropriate to staff. To ensure that all employees, volunteers and students receive regular supervision and keeping a professional record of this.<br><br>**Finances**<br>• To manage the annual budget for the Sean McDermott Street Project and additional Sophia properties, based on the information provided by the Finance Department.<br>• To manage the Service Level Agreements for the Project and to ensure the return of data and information agreed with funders.<br>• To actively source and make grant applications to fund the services and costs of the service in your region. To provide information to funders on expenditure of grants.<br>• To promote networking with appropriate voluntary and statutory agencies.<br><br>**Health and Safety**<br>• To ensure that necessary fire, health and safety policies and procedures are in place and adhered to<br>• To ensure appropriate procedures are in place for responding to emergencies within the Project and additional properties.<br><br>**Development**<br>• To attend other agency meetings as appropriate and to work effectively with relevant personnel within Sophia.<br>• To contribute to policy development and review within the agency. |

- To work on the development of services provided by Sophia in your region.
- To work proactively to develop and implement strategies and actions which ensure that the Project and additional properties are fully occupied
- To work closely with local State Bodies (including Local Authorities and HSE) to fulfil our obligations in alignment with and to compliment the development and national and area plans, and strategies and objectives of the Council and the Department of Environment, Community and Local Government.
- To work closely with Health Service Executive and the new Children and Families Agency to fulfil our obligations in alignment with and to compliment the development and national and area plans, and strategies and objectives of the Council and the Departments of Health, Children and Youth Affairs.
- To undertake other work that may be assigned to you from time to time.

## Person Specification

**Experience**

- 2 years' experience in a management role in housing and homeless sector or similar

**Qualification**

- Degree in Social Care or related discipline

**Values**

- A strong and flexible work ethic
- Ability to provide evidence of personal alignment to Sophia's values
- Warm, engaging, compassionate with an empathy and an acute awareness for the trauma that residents have experienced due to homelessness
- Commitment to the values and principles of Housing First and Trauma Informed Care

**Skills**

- Proficient IT skills and knowledge of databases
- Strong ability to work on own initiative
- Excellent interpersonal communication skills both written and verbal
- Excellent report writing and record keeping skills

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| | **<u>Application Process:</u>**<br>Please forward a Cover Letter and CV to<br>**Recruitment@sophia.ie**<br>The closing date for receipt of applications is<br>**Wednesday, 25th November 2026**<br><br>*Sophia is committed to making our recruitment process accessible to all candidates. If you require any reasonable accommodations, please let us know.* |