



St Cronan's Association CLG
Providing high quality support to people & their families living with disability

Programme Facilitator – Cook It!

Roscrea, Co. Tipperary

St Cronan's Association provides day supports to 150+ adults with intellectual disability through our centres in Roscrea, Birr, and Nenagh. We are recruiting a full-time Programme Facilitator to take responsibility for the day-to-day delivery of the Cook It! programme in Roscrea. The role will report directly to the Ability Co-Ordinator as this role is funded by Pobal Dormant Accounts Fund.

Cook It! is a programme delivered to different groups of people we support, at different levels to give them the skills and knowledge they need to prepare healthy meals. The programme is delivered on a sessional basis in the main kitchen of St Cronan's Association Roscrea and there is opportunity to work alongside tutors from the ETB with some groups to deliver content. Some people may be interested in going on to work in the hospitality sector in the future and this programme may be a stepping stone to helping them gain the skills and knowledge they need.

The role includes the supervision of CE participants assigned to the kitchen, as well as those on work placements. The role also includes (from time to time) managing catering for social events held in the centre.

We are in the process of redeveloping the kitchen facilities – so this is a fantastic opportunity for a self-motivated, energetic and dynamic person with expertise in catering and training adults with intellectual disabilities. If you're passionate about food and the delivery of high-quality training – then this could be the ideal role for you!

Job Purpose

To lead the day to day running of the Cook It! programme, manage the kitchen facility, supervise assigned CE and work placement participants.

Terms and Conditions

This is a full-time role funded through Pobal Ability Dormant Account Fund. Contract fixed term, specified purpose contract. Salary €33,613-€39,040 depending on experience. 21 days annual leave + 2 flexi days. The successful candidate will be based in Roscrea, Co. Tipperary.

Role Criteria

The successful candidate will be required to possess the following:

Qualifications

Essential

- A relevant qualification in the area of catering.
- Food safety / HACCP qualification
- Train the trainer qualification.
- Full clean driving licence

Desirable

- A level 7/8 or higher degree in a relevant area.
- A management / supervision qualification

Experience

Essential

- Experience delivering catering training to adults with intellectual disabilities.
- Experience of working in a busy kitchen environment.
- Experience of catering for large numbers of people.

Desirable

- Experience managing and supervising people.
- Experience teaching food safety / HACCP.
- Experience of budget management.

Skills

Essential

- Ability to prepare and cook food efficiently, cost effectively and to a high standard of presentation and taste.
- Ability to create lesson plans from module descriptors.
- Ability to teach people the skills of cooking in a manner that is adapted to their individual learning styles.
- Excellent organisational, communication and team working skills.
- A high capacity for responsibility, creativity and individual initiative.
- ICT skills.

Knowledge

- A clear knowledge of Food Safety and HACCP.
- A strong awareness of health and safety in the kitchen environment.
- A clear understanding of Safeguarding processes and procedures and positive risk management.
- An understanding of QQI levels of training.
- An understanding that the person using services is responsible for directing his/her services; this is achieved in partnership with family members, the Services Manager or any other person designated by the Services Manager.

Attitude

- A positive attitude towards working with persons with an intellectual disability and those on the Autistic Spectrum is a pre-requisite.
- Proven ability to create a safe, welcoming and vibrant environment and ethos for participants.
- An outgoing and friendly personality with strong empathy and communication skills.
- Each person with an Intellectual Disability/on the Autistic Spectrum must be treated as an individual, at all times acknowledging their personal dignity, according to their full rights and privileges.
- Works consistently and flexibly.

Please express an interest in this role by email, outlining how you feel you meet the requirements for the role and why you are interested in the role to Jacqui Maher, Acting Services Manager, St Cronan's Association, Grange, Roscrea or email jacqui.maher@cronans.ie before 5pm on Friday 27th October 2023.

**St Cronan's Association is an equal opportunities employer.
Canvassing will disqualify.**



Job Description

Job Title:	Programme Facilitator – Cook It!
Department:	Ability
Date:	28th July 2023
Contract Duration:	To 31 st Dec 2023 fixed term specified purpose contract
Working Hours:	Full time – 35 hours a week
Salary:	€33,613-€39,040 depending on experience
Location:	Roscrea, Co. Tipperary

Overview of the role

The Programme Facilitator will lead the day to day running of the Cook It! programme, manage the kitchen facility, supervise assigned CE and work placement participants.

Organisational Relationships

Reports To: Ability Co-ordinator

Direct Reports: Participants assigned on placement to the programme.

External Liaison: Environmental Health, Suppliers, ETB.

Internal Liaison: Services Manager, Corporate Services Lead, Service Co-ordinator(s), Interim Standards Co-ordinator, Ability team, CE Supervisor, Housekeeping Team

Main Responsibilities

Admissions and Transitions

- Promote the Cook It! programme to encourage people to sign up and participate in it.

Location Set-Up and Responsibilities

- To lead the day to day running of the Cook It! programme, manage the kitchen facility, housekeeping staff, ordering/recording supplies, supervise assigned CE and work placement participants.
- Ensure the kitchen facilities are set up in an appropriate manner to support delivery of training.
- Ensure set-up is in line with food safety / HACCP requirements.

Assessment and Planning

- Work with the Ability team, Service Co-ordinators/Manager and ETB staff to agree the Cook It modules and the levels of programme delivery.

Programme Delivery

- Develop modules and resources to deliver the programme.
- Ensure recipes and information is accessible for learners.
- Deliver practical skills-based sessions and theory.

Supervision of Staff

- Supervision of CE participants and those on work placement. This may include supporting the interview process, reviews, and other line management functions as required.

Supporting

- Promote the recognition of and respect the rights of individuals with an intellectual disability at all times.
- Support participants as required to engage positively in their programme, taking time to listen to them and engage with them as adults.
- Work positively and constructively with the people who we support when they present with behaviours that challenge, and be involved in the planning and implementation of specific approaches and programmes designed to support them.
- Ensure the rights of people we support are promoted and respected at all times in compliance with the UNCRPD, Capacity Act and St Cronan's policies and procedures.

Transportation

- Drive the company vehicles in line with agreed policies and procedures as required.

Finance

- Manage the day to day spending for the Cook It! programme within the agreed budget.
- Ensure that all financial records for service transactions are maintained in line with statutory requirements and St Cronan's Association/Pobal policies and procedures.
- Support the management of resources within the service to ensure achievement of predicted budgetary performance.

Team Work

- Function as an effective member of the Ability Team.
- Ensure the Ability Co-ordinator is informed on an ongoing basis of relevant issues and concerns through an agreed format.

- Actively participate and contribute to meetings in a positive and professional manner.
- Work effectively with all colleagues and provide direction to other members of the team, delegating day to day activities as required.
- Act as an exemplary role model in your approach to support work in your assigned area.
- Provide leadership and champion change amongst the team by embracing new ways of working to ensure the plans are achieved.
- Attend staff meetings as required.
- Promote a team culture where the team are confident in taking accountability and making decisions on routine matters.

Working in Partnership

- Promote and maintain positive and productive relationships external stakeholders (e.g. suppliers, community groups, ETB, external tutors, businesses, guest speakers etc) to foster an environment of partnership working.
- Source potential work experience placements suitable for the people we support who are interested in working in a catering field.

Reporting and Systems

- Use the HR Locker System and any other electronic systems (e.g. Nourish) required by the organisation.
- Produce reports on activity for your assigned area as requested.
- Submit monthly reports on your area of responsibility to include KPIs regarding matters such as staffing, health and safety, training, attendance, quality and risk.

Quality and Safety

- Report all accidents, incidents complaints, safeguarding issues, questionable practice to the Manager or designate. It is your duty to report any concerns you have for the safety and welfare of the clients of St Cronan's Association to your Manager immediately in line with Trust in Care (2005). You are also legally obliged to comply with the Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act, 2012.
- Be conscious of Health & Safety matters in the workplace and, in particular, comply with employees' obligations as set out under Section 9 of the Safety, Health and Welfare at Work Act, 2005 and other relevant legislation.
- Be familiar with St. Cronan's policies and procedures and ensure that such policies and procedures are strictly adhered to.
- Conduct risk assessments in conjunction with the Health and Safety Co-ordinator and Service Co-ordinator to ensure the safety and wellbeing of all participants in the new location.

- Assume the role of Fire Warden and First Aid Responder for the location.
- Support the implementation of quality improvements in line with EASI.
- Engage in performance management system and reviews

Other

- Any other duties that fall within the scope and responsibility of the post.
- Participate in reviews and service evaluations.
- Show flexibility in response to organisational change and development.
- Complete all required training either by e-learning or attending courses.
- Keep information about the people we support, colleagues and the company confidential.
- Be able and willing to wear all necessary PPE (personal protective equipment)

First Year Deliverables

- Deliver agreed training to 8 groups of 4 learners over the year.
- Develop an inhouse catering focused work placement programme for 10 people with an intellectual disability.
- Explore opportunities to engage with the community through the medium of food to showcase the skills and talents of the people we support.
- Support Ability participants interested in catering to secure work experience outside of the Centre.