



## Job Description

**Title:** EOLAS PROJECT LEAD

**Responsible For:** To lead and manage the ongoing roll-out of the EOLAS Programmes in a way that reflects the vision and values underpinning the EOLAS Project.

**Responsible To:** EOLAS Steering Committee & Kildare Youth Services.

**General Principles:** All EOLAS staff are expected to commit to the principles which have guided the development and delivery of the EOLAS Programmes. The EOLAS Project Lead and Project Worker are expected to reflect a collaborative approach in all involvement with the Project.

### Key Working Relationships

Internal	External
EOLAS Steering Group Chairman	HSE Mental Health Services Nationally
EOLAS Steering Group Members	Facilitation Consultant
KYS Programme Manager	Director of EOLAS Evaluation Programme
EOLAS Project Worker	External Agencies contracted by the EOLAS Project steering group.
EOLAS Coordinators	

### Functions

- Manage delivery of the annual implementation plan adopted by the EOLAS Steering Committee.
- Manage and supervise and support EOLAS Project Worker.
- Inform and support Kildare Youth Services in the preparation of funding submissions for the consideration of the EOLAS steering Committee.
- Lead and manage the implementation and national roll out of the EOLAS Facilitators Training Programme. The EOLAS Project Lead and EOLAS Project Worker will work collaboratively in relation to the following tasks:
- In collaboration with local mental health services, work to promote the availability of EOLAS programmes in all HSE areas nationally, supported by the appropriate local structure and have the strategic buy-in from key local decision makers.
- Follow up with service managers where EOLAS has been presented to seek a commitment to deliver the training and the EOLAS Programmes at the selected sites. Work with the selected service to develop an implementation plan for training and project delivery.
- The EOLAS Project Lead and EOLAS Project Worker will work closely with and support the local service coordinator to plan the roll-out of training and delivery at all stages of the process and take a specific role in supporting peer and family facilitators as well as

advising staff as to best methods of recruitment as well as developing a sense of their ongoing support needs.

- In collaboration with the external consultant, to plan, organise and deliver the facilitation training to new EOLAS facilitators.
- Plan, organise and deliver 'refresher' training to existing networks of trained EOLAS facilitators to sustain the ongoing delivery of EOLAS in these areas.
- Provide ongoing support and direction to the local EOLAS coordinator in managing any issues of concern that arise during the delivery of the programme.
- Support the research/evaluation team in coordinating the ongoing research of the EOLAS Programme, and to facilitate close liaison between the research team and the local EOLAS coordinator and EOLAS facilitators at each site.
- To participate in the ongoing feedback to the EOLAS Steering Group from local coordinators, facilitators and Programme participants in relation to the roll-out and impact of EOLAS, and of any difficulties arising in relation to same.
- Collaborate with a Steering Committee delegated working group, Project Worker and external consultant in the design and evaluation of the proposed "Train the Trainers" Facilitation Programme.
- Manage and support the Facilitators Network and Coordinators network to ensure continued professional development and guidance for these stakeholders, and provide feedback arising from same to the EOLAS Steering Group.
- Work with Kildare Youth Services and the EOLAS Project Worker in preparing for EOLAS Steering Group meetings, and liaise with the Chair of the EOLAS Steering Group on an 'as-needed' basis in this regard.
- Develop and maintain effective working relationships with significant partners and stakeholders.
- Carry out any other tasks identified and delegated by the Chair of the EOLAS Steering Group.

#### **Future Planning:**

- Contribute to the process of review of the implementation of EOLAS, and review of related materials (e.g. handbooks) which may facilitate improving the programme content, format, training, promotion and logistics.
- Supervise the maintenance of the EOLAS website and oversee the quality of the content.

#### **Administration and Governance of the EOLAS Project Lead:**

- The EOLAS Project Lead will be employed and line managed/supervised by Kildare Youth Services.
- The EOLAS Project Lead will be responsible for maintaining meticulous records of all work completed (both paper and digital records).
- The EOLAS Project Lead will provide progress reports to the EOLAS Steering Group and Clinical Subgroup at EOLAS Steering Group Meetings and to KYS Programme Manager at Supervision meetings.

No overtime will be paid. The EOLAS Project Lead is expected to take Time Off In Lieu for extra hours worked. Kildare Youth Services operate an electronic Time Management System through which Annual Leave and Time Off In Lieu is managed.

In relation to employment/HR issues and all forms of leave the EOLAS Project Lead will report to the Kildare Youth Services Programme Manager. Procedures as set out in the Kildare Youth Services HR Staff Manual will apply to this post.