Ballymun Community Law Centre

Role Information Pack

Project Coordinator

About Ballymun Community Law Centre

Ballymun Community Law Centre was established in 2002 to tackle unmet legal need in Ballymun.
The Law Centre provides legal advice, representation, legal education, and Alternative Dispute Resolution services to the community. We aim to empower individuals to achieve equality and realise their human rights through increased access to the law. Our legal focus is on areas of unmet legal need in Ballymun. For example, we provide legal advice services in the areas of housing, employment, social welfare, and equality related issues.

Our Alternative Dispute Resolution services include conflict coaching, community mediation and mediation skills training. We also provide a peer mediation training programme in local primary schools. Our education programme delivers courses in areas such as Family Law, Child Law and Social Welfare Law as well as providing talks on topical legal issues.

The Project Coordinator will coordinate the Alternative Dispute Resolution services and the schools' education programme, as well as supporting the work of the law centre on a day-to-day basis as required across all services. The role includes outreach work in Ballymun, volunteer coordination, administration, grant applications and project management. A key element of the role is to promote and grow the services of Ballymun Community Law Centre within the Ballymun community.

You'll join a small, collaborative, and highly supportive team where learning, shared problem-solving, and mutual respect are central to how we work. We value open communication and offer a welcoming environment where everyone's contribution is recognised.

Why Join Ballymun Community Law Centre?

- Meaningful work that makes a direct difference in the community
- Opportunity to develop expertise in mediation and conflict resolution
- Supportive and collaborative team environment
- Flexible working arrangements
- Employer pension contribution increasing to 7% after one year's service
- 25 days annual leave
- Opportunity to help shape future restorative justice and community initiatives

The Role

This is a varied and rewarding role that would particularly suit someone with an interest in mediation, conflict resolution, community development, or restorative approaches. If you have experience in community development, youth work, education, advocacy, project coordination, volunteer management or related fields you may have the transferable skills we are looking for.

While direct experience in these areas is not essential, an understanding of mediation, conflict dynamics, restorative justice, or legal education would be a distinct advantage. Ballymun Community Law Centre is committed to supporting staff development, and training will be provided to help the successful candidate build knowledge and expertise in these areas. We actively support relevant training, mentoring and professional development opportunities.

The role offers an exciting opportunity to contribute to the future development of our services, including exploring future restorative justice initiatives within the community. It also includes elements of legal education and community learning, supporting programmes that empower people through increased understanding of their rights and the law.

As a community-based role, some evening and occasional Saturday work will be required to meet the needs of volunteers and community groups. In return, flexibility is offered in how working hours are arranged across the week.

Ballymun is a strong and connected community that experiences social and economic disadvantage and where conflict can often arise from complex social circumstances. This role provides a unique opportunity to undertake meaningful work that can have a tangible impact on people's lives while helping to develop innovative community-based responses to conflict and legal need. Above all, we are looking for someone who is a relationship-builder; someone who enjoys developing partnerships and creating opportunities for collaboration that strengthen both our services and the wider community.

Key Information:

Job Title	Project Coordinator
Contract	Open ended contract
Location	This is a community role based in the Law Centre's office in Ballymun. As a community-centred organisation, our work is primarily based in the office. However, we can support a limited hybrid approach on an informal basis.
Hours of Work:	35 hours per week, Monday to Friday, 9.00am – 5.00pm. We are committed to supporting flexibility. Applications for reduced hours or adjusted working patterns are warmly welcomed. Some flexibility will be required to accommodate evening community talks, Saturday volunteer meetings or other out of hours events.
Salary:	€36,500 per annum.

Annual Leave	25 days per annum, inclusive of 3 days during the organisation's Christmas closure period.
Probationary Period	Six months.
Pension Contribution:	BCLC offers a choice between the auto enrolment scheme or our PRSA scheme. For our PRSA scheme we will make an employer contribution of 2% of your gross salary for the first year. Following one year's service, this will increase to a 7% employer contribution subject to a minimum 5% employee contribution.
Closing Date:	5pm Friday 25th September.

Key Responsibilities:

Community Engagement and Partnership Development

- Provide outreach within the Ballymun community, develop partnerships, and promote the work and services of the Law Centre.
- Liaise and coordinate initiatives with state agencies, social partners, and community and voluntary organisations.
- Assist with social media content, communications, and public awareness activities that promote the work of the Law Centre.

Mediation and Conflict Resolution Services

- Coordinate all aspects of the Community Mediation Service, including promotion, referrals, allocation of mediators, case administration, case progression, and settlement outcomes.
- Coordinate and support a team of volunteer mediators, ensuring practitioners receive appropriate support and that registration, accreditation, and training requirements are maintained.
- Oversee the delivery of the annual Conflict Resolution and Mediation Skills Training Programme and support the development of additional conflict resolution workshops in response to community needs.
- Ensure services are delivered in line with relevant quality standards, including MII and LQSI requirements.

Education and Learning Programmes

- Coordinate the Peer Mediation Programme in primary schools, including volunteer recruitment and training, school engagement, programme scheduling, and provision of learning resources.
- Coordinate delivery of the Law Club programme in Trinity Comprehensive and other community-based education initiatives, working closely with partners and volunteers to support programme development.
- Provide administrative and organisational support for legal education courses, training programmes, and community learning initiatives.

Project Coordination, Monitoring and Development

- Collaborate with colleagues, volunteers, and partner organisations to ensure the effective delivery of project plans, outputs, and milestones.
- Monitor service delivery against agreed targets, quality standards, and funding requirements.
- Maintain accurate records and produce reports, service statistics, outcome measurements, and other monitoring information as required.
- Coordinate participant feedback and programme evaluation processes to support continuous improvement across services.
- Support funding applications, reporting requirements, and service development initiatives where appropriate.

Organisational Support

- Contribute to the wider work of Ballymun Community Law Centre and provide support to other projects and activities as required.

Person specification

Essential requirements

- A relevant third-level qualification or equivalent professional experience.
- Excellent administration skills
- Excellent writing, reporting and presentation skills
- Experienced in using Word, Excel and other MS office packages.
- Excellent communication and interpersonal skills and the ability to communicate effectively with clients, volunteers, partners, state agencies and funders.
- Proven ability to plan and prioritise work in terms of importance, timescales and other events.

Desirable requirements

- Experience of working within the not for profit/Community/Voluntary sector
- Training or experience in mediation and conflict resolution
- Prior experience of volunteer coordination
- Prior experience of community work
- Experience of training or event planning
- Demonstrable commitment to human rights and social justice issues.
- Project management Skills
- Driver's licence and own vehicle

More Information

If you would like to have a confidential conversation about the role prior to applying, please contact Claire McSweeney, Ballymun Community Law Centre's Manager, at cmcsweeney@bclc.ie to arrange a call.

Please see our 2024 Annual Report to learn more about the organisation and the role: https://www.bclc.ie/wp-content/uploads/2021/08/BCLC-Annual-Report-2024.pdf

Please browse our website: www.bclc.ie to see more about what we do.

LinkedIn: https://www.linkedin.com/company/ballymun-community-law-centre

Facebook: https://www.facebook.com/ballymuncommunitylawcentre

How to Apply

To apply please send a CV along with a cover letter outlining how you fit the person specification for the role (as two pdf attachments) to recruitment@bclc.ie.

The latest date for applications is 5pm Friday 25th September.

We may arrange a phone call with applicants to discuss the role as part of the shortlisting process.

If unsuccessful in your application, we will securely destroy your information one year after you have been advised of the outcome of the application.