



Programme Manager – Recovery

Contract: Fixed term contract for 12 months

Hours: 3 days per week – times and days flexible but evening work is required

Salary: €36,666 (€22,000 for 3 days)

Annual Leave: 22 days pro rata, equivalent to 13.2 days over 12 months

Contract Duration: 12 months

Location: Turas, Dundalk, Co. Louth

Reports to: Turas Manager

About Turas

Turas is a community-based recovery service supporting people affected by addiction in Louth and surrounding areas. We provide a range of supports that help people to build and sustain recovery, strengthen connections and develop meaningful lives in the community.

A key part of our approach is **Recovery Capital** – supporting people to build the relationships, skills, confidence, interests, opportunities and community connections that help sustain long-term recovery.

The Role

Turas is seeking a motivated and enthusiastic **Programme Manager** to coordinate and develop our Recovery Capital programmes.

Working three days per week, the Programme Manager will support the delivery of a range of social, community and peer-led recovery initiatives. The role will involve working closely with service users, volunteers, staff and community partners to ensure that our Recovery Capital activities are welcoming, accessible, purposeful and responsive to the needs of people using the service.

The successful candidate will have a strong understanding of recovery and the importance of connection, meaningful activity, community participation and peer support in sustaining long-term recovery.

Key Areas of Responsibility

Recovery Capital Programmes

Coordinate and support the development and delivery of Turas Recovery Capital initiatives, including:

- **Sober Socialising Nights** – coordinating four social events throughout the year that provide opportunities for people in recovery to socialise in a safe, supportive and substance-free environment.
- **SMART Recovery** – supporting the coordination and ongoing development of the weekly SMART Recovery group
- **Recovery Café** – coordinating the weekly Recovery Café and supporting it as a welcoming space for connection, peer support and community participation
- **Allotment Project** – supporting the development and coordination of the Turas allotment as an opportunity for connection, meaningful activity, wellbeing and recovery
- **Volunteer Programme** – recruiting, supporting and developing volunteers, particularly people with lived experience of addiction and recovery, to contribute to Recovery Capital initiatives

Volunteer Development

The Programme Manager will:

- Encourage and support people who use the service to become involved as volunteers
- Identify opportunities for people with lived experience to contribute their skills, interests and experience
- Support volunteers to develop confidence, skills and a sense of purpose.
- Coordinate volunteer involvement across Recovery Capital activities
- Ensure volunteers receive appropriate information, support, training and guidance
- Recognise and promote the contribution of lived experience and peer support within the service.

Engagement and Participation

- Build positive relationships with people using Turas services.
- Encourage participation in Recovery Capital activities.
- Identify barriers to participation and work creatively to overcome them.
- Support people to identify their strengths, interests and goals.
- Encourage opportunities for social connection, meaningful activity and community involvement.
- Promote an inclusive and welcoming environment across all activities.

Person Specification

Essential

The successful candidate will have:

- Level 7 in addiction or related field
- Experience of coordinating groups, projects, activities or community initiatives
- Excellent interpersonal and communication skills
- Experience in coordinating and organising events
- A good understanding of recovery and the importance of Recovery Capital
- Facilitation skills
- Ability to build positive relationships with people from diverse backgrounds
- Ability to engage and motivate people who may have experienced exclusion or disadvantage
- Experience of working alongside volunteers or people with lived experience to develop programmes
- Good organisational and time-management skills
- Ability to work independently and manage their own workload
- Ability to work collaboratively as part of a small team
- A commitment to person-centred, strengths-based and inclusive approaches.

Self-Employment / Contract Arrangements

This is a **self-employed contract for services** for an initial period of 12 months.

The successful applicant will be responsible for:

- Registering and operating as self-employed.
- Managing their own tax and PRSI obligations.
- Making their own arrangements for tax returns and other statutory requirements associated with self-employment.
- Providing their own equipment where appropriate to undertake the work.

The position is initially for 12 months. There may be an opportunity for increased hours and/or a longer-term or permanent contract if additional funding is secured. Any extension or change to the contractual arrangement will be subject to funding and agreement between both parties.

Please send a cv and cover letter to charu.singhania@turascounselling.ie by 12pm on September 18th.