

Job title:	Research Coordinator
Location:	Base Location is flexible however some travel will be necessary.
Reports to:	Head of Services
Purpose:	Coolmine TC require a Research Co-ordinator to oversee and deliver research and build the organisation's capacity for research in the area of addiction, homelessness and social exclusion.
Job Type:	Fixed Term (24 months contract) – this may be extended following the completion of contract subject to funding.
Salary:	Negotiable Salary
Contact Person	karl.mooney@coolminetc.ie
Application Ref.	HR/CRK/ADS/RC/0223

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women with problematic substance use and their families in Ireland. Established since 1973. Coolmine Therapeutic Community believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

We urgently require a highly competent and skilled Research Coordinator to complete a number of internal research projects to strict deadlines. The appointee will report into an internal lead within Coolmine and will be supported by a well-established Research Advisory Group. In addition, the appointee will work with Principal Investigators to deliver on specific projects.

Key responsibilities

- Design, lead, manage and complete all research projects and initiatives from inception through to publication in line with best practice guidelines
- Establish strong research collaborations with third parties including third-level institutions, NGOs, and government sectors
- Summarise project results, prepare progress reports, articles and presentations
- Monitor all research outputs and budgetary spending, ensuring projects are delivered to the agreed deadlines and budgets
- Ensure all research projects have a strong focus on outcomes to inform Coolmine TCs evidence-based approach
- Produce published research with high impact value
- Identify and secure funding streams to support on-going research within the organisation
- Collaborate with Coolmine TC management team to ensure timely research/ evaluations are produced to inform policy/ practice/ management/ stakeholders
- Support the research and information needs of other Coolmine TC departments
- Produce research that contributes to the overall assessment of Coolmine's impact from a financial, social and societal perspective (i.e. Cost benefit analysis)
- Attend and present at conferences and dissemination events relevant to current and future research in Coolmine

- Deliver research supporting and developing Coolmine TCs research capacity in collaboration with our internal Research Advisory Group (RAG)
- Assist with preparation of all educational and training workshops and knowledge exchange (KE) strategies
- Coordinate external research proposals in line with research policy/ objectives and ethical requirements (i.e. GDPR)

Person Specification:

Qualifications:

- Masters degree (QQI Level 9) is required in Social/Health Science or a cognate discipline with relevant experience of the drug and alcohol sector is essential
- Ph.D. degree (QQI Level 10) is desired but not required

Experience:

- Have a peer-reviewed research publication record
- Excellent knowledge of issues related to addiction, homelessness, social exclusion, and social policies in addiction and homelessness areas
- Capacity and confidence to manage multiple ongoing projects
- Demonstrable experience in innovative research leadership
- Have excellent research and data analytics skills with advanced level expertise in relevant statistical programmes
- Have a track history in grant/funding acquisition
- Strong qualitative and quantitative analytical skills, including experience using software packages such as SPSS and NVivo
- High level of professional responsibility and integrity
- Ability to communicate effectively with colleagues and stakeholders in a constructive and approachable manner
- Excellent digital literacy, including MS Office, Teams, Zoom, and other platforms

Personal Attributes Essential:

- Ability to use discretion, compassion and confidentiality when dealing with highly sensitive information
- Good organisational and data management skills with the ability to handle several responsibilities and work to deadlines
- Innovative and outcomes driven
- Ability to work under pressure and meet deadlines

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Karl Mooney, HR Generalist at karl.mooney@coolminetc.ie
Please quote this application reference **HR/CRK/ADS/RC/0223**

The closing date for applications is **5pm Friday 10th March 2023.**

Coolmine Therapeutic Community is an equal opportunities employer.