

Job Description: Community Hub Project Worker

Job Title:

Community Hub Project Worker (Part-Time, 21 hours per week)

Location:

Hybrid role – Remote work with travel required for regional events. IMNDA HQ: Merchants House, Merchant's Quay, Dublin 8.

Reports to:

Community & Operations Manager (Tracy Hutchin)

Contract Duration:

Fixed-term, 3 years (2026–2028)
Subject to funding from the Three Sisters Fund

Salary Scale:

HSE Clerical Officer Grade
+ PRSI and Pension contributions

Purpose of the Role:

The Community Hub Project Worker will coordinate the implementation of the IMNDA Community Hub. This is a national peer-support initiative for people living with Motor Neurone Disease (MND) and their caregivers. The role will ensure a blended support model (combining a secure digital platform and in-person meetups) is accessible, inclusive, and impactful.

Key Duties & Responsibilities:

1. Project Coordination

- Lead day-to-day delivery of the IMNDA Community Hub programme
- Manage timelines, track outputs, and ensure alignment with project goals and funder expectations
- Liaise with internal IMNDA staff and external partners

2. Digital Platform Development & Oversight

- Work with developers to launch and maintain a secure, accessible online hub
- Moderate forums, virtual support groups, and peer interactions on the platform
- Provide ongoing digital tech support and onboarding assistance to users

3. Regional Events Management

- Organise 6-8 in person peer support meetups per year across Ireland, ensuring national reach and rural access
- Coordinate logistics including venues, travel, accessibility supports, and local partnerships
- Attend events and support facilitation of peer activities

4. Community Engagement

- Build relationships with people living with MND, their caregivers, and extended networks
- Promote inclusive participation through active outreach and tailored supports

5. Monitoring & Evaluation

- Gather user feedback through surveys, interviews, and focus groups
- Document learnings and suggest service improvements
- Contribute to six-monthly reports and a final evaluation for funders

Person Specification:

Essential:

- Minimum 2 years' experience in community development, health services, or social care
- Demonstrated ability to manage projects or coordinate services
- Strong interpersonal and empathetic communication skills
- Ability to maintain confidentiality in dealings with users of the hub
- Comfortable with digital tools and online engagement platforms
- Demonstrate an understanding of the needs of the MND Community
- Ability to work independently and collaboratively

Desirable:

- Lived or professional experience with disability, terminal illness, or carer support services
- Experience with peer-support models or group facilitation
- Knowledge of accessibility, inclusion, and rural outreach strategies
- Experience in voluntary/charitable sector

Additional Information:

- Travel will be required across Ireland for events (expenses reimbursed)
- Garda Vetting will be required for this post
- Training and supervision will be provided
- The post is funded under the Three Sisters Fund for three years

How to Apply

If you would like to be considered for this position, please send a cover letter outlining your suitability, along with your CV to:

Kevin Burn, CEO

IMNDA, Merchants House, Merchants Quay, Dublin 8, D08 K3KD

Email: kburn@imnda.ie

Closing date: 13th February 2026 5pm