

Family Carers Ireland (FCI) is the national charity supporting over 500,000 family carers across the country who dedicate their lives to caring for loved ones such as children or adults with physical or intellectual disabilities, frail older people, those with palliative care needs or those living with chronic illnesses or addiction. We provide a range of services and supports for family carers nationally from our local support centres.

 **Roscommon**

 **Hybrid - 37 Hours Per Week - Full Time 12 Months Fixed Term Contract**

JOB SUMMARY

This role will provide support to the Quality and Safety function within Family Carers Ireland. The purpose of the role is to embed a culture of continuous quality improvement within the Organisation by streamlining current systems and supporting their implementation within the Organisation. The role will also provide support to colleagues in developing quality improvement programmes at local level and reviewing / monitoring the progress within the Organisation. The individual will also communicate with and provide reports to external agencies in relation to quality within the Organisation.

ROLE CRITERIA

The ideal candidate will have the following skills and attributes:

- Must be educated to a Diploma Level in a Health Care/Quality & Safety related field;
- At least 1 years' experience working within a Quality & Safety Department;
- Previous experience working in the Homecare/Social Care sector an advantage;
- Experience working with IT Information systems is essential;
- Advanced MS Office skills, especially in MS Word, Excel, PowerPoint and Outlook;
- Fluency in English; written and verbal;
- Excellent Communicator;
- Strong facilitation and presentation skills
- Skilled in Project Planning/Management;
- An ability to multitask and have excellent attention to detail;
- Exceptional organisation and planning skills with the ability to manage multiple projects to deadlines and keep stakeholders informed;
- Flexibility in attitude and approach to the job;
- Strong and pleasant character;
- A willingness to help out other colleagues;
- A strong work ethic is essential;
- Full drivers licence with access to own car;
- Ability to meet internal and external deadlines;
- Awareness of confidentially and sensitive nature of the work and ability to work in a highly confidential environment;
- A willingness to learn and a desire to implement a culture of continuous quality improvement within the organisation;
- Must be a self-starter.

Terms & Conditions: 12 Months Fixed Term Contract, Full Time (37 hours per week across Monday - Friday). This role will be based at Family Carers Ireland, 19 Abbey Street, Roscommon Town, Co Roscommon, F42 H264. The Corporate Services team currently work a hybrid model and work from the Tullamore Office every Wednesday. Perspective candidates may contact us for a copy of the job description or details regarding the terms and conditions of the role if they wish.

Application Process:

1. **Please read the full Job Description** which can be accessed [here](#) before submitting your Cover Letter and CV.
2. Applicants are invited to submit their up-to date CV and cover letter demonstrating how they meet the above criteria via the following link <https://familycarersireland.peoplehr.net/Pages/JobBoard/Opening.aspx?v=090e1002-799a-4605-b48d-584436d00b29> no later than **Sunday 19th April 2026**.