



South Dublin County Partnership TDATF Coordinator

- Role:** Tallaght Drugs and Alcohol Task Force Coordinator
- Employer:** South Dublin County Partnership
- Hours:** 35 hours per week
- Location:** Based in South Dublin County Partnership office, County Hall, Tallaght, Dublin 24
- Reporting to:** CEO of SDCP and Board of TDATF

Overall purpose of the role:

This post has responsibility to oversee the strategic development and effective running of **Tallaght Drugs and Alcohol Task Force**.

About the role

The Coordinator role within TDATF and, in conjunction with the TDATF members and chairperson, is responsible for the development and implementation of the TDATF strategy. The post oversees a multi-disciplinary team, including the Connect4 youth project, whose skills and knowledge ensure that SDCP are responding to drug and alcohol issues in the Tallaght and Whitechurch areas, working in partnership with all those concerned to reduce the harm caused by substance misuses and the impacts on the individual user, their families and communities. The TDATF Coordinator reports to an advisory Board and Executive, and is responsible for the coordination of the various TDATF committees.

The Tallaght Drugs and Alcohol Task Force is unique in that all staff are employees of South Dublin County Partnership. South Dublin County Partnership (SDCP) are responsible for areas such as Governance, Finance and HR and the Coordinator works with the SDCP CEO and SDCP Senior Management Team.

You can find more about Tallaght Drugs and Alcohol Task Force [here](#)

Key Responsibilities:

TDATF Responsibilities

- To adopt and promote a community development approach in tackling the causes and consequences of drug and alcohol misuse, and to advocate alongside, and on behalf of, local communities.
- To work with key stakeholders to develop and implement a three-year strategic plan with agreed outcome indicators in line with the National Drugs and Alcohol Strategy. .
- To facilitate multi-sectoral collaboration and interagency working at local and national level.
- To work with and provide support to the projects operating in the TDATF geographic area.
- To build capacity, support and facilitate the development of a strong community-based response to drug and alcohol misuse in partnership with key stakeholders.
- To represent the TDATF at relevant local, regional, and national fora, including the national network of Local and Regional Drug and Alcohol Task Force Coordinators.

Strategic Planning & Execution

- Collaborate with TDATF members and chairperson to translate the organization's strategic vision into actionable plans.



- Develop annual operational plans that align with strategic goals and funder requirements ensuring that objectives are clear, measurable, and achievable.
- Monitor and track progress towards strategic objectives through KPIs and performance metrics.

Team Leadership & Development

- Foster employee growth through mentorship, feedback, development opportunities, and support of career advancement.
- Regular review of team performance, ensuring corrective actions are taken to keep initiatives on track.
- Effective assignment of tasks and responsibilities through trusting and empowering staff to take ownership of their roles.
- Align staff efforts with the broader organisational strategy, set long-term goals, and ensure that staff work contributes to achieving them.

Cross-Functional Collaboration

- Work closely with other SDCP departments to ensure cohesive strategy execution, breaking down silos and driving collaboration across teams.
- Encourage creative solutions that draw on the expertise of multiple functions, leveraging diverse perspectives to solve complex organizational challenges.

Funding and Resource Management

- Oversee and optimize the allocation of resources (people, budget, and technology) to ensure cost effective efficient delivery of your thematic operational plan.
- Proactively identify and address any resource constraints or gaps. Identification of funding sources and application completion. Responsibility for ensuring monitoring systems are kept up to date while reporting available data to relevant funders.
- Liaise with funders, negotiate external contracts and develop reporting relationships with statutory bodies and agencies

Change Management

- Lead change management efforts to ensure smooth transitions when new strategies, processes, or initiatives are introduced.
- Communicate effectively with staff about changes and ensure alignment with new organizational directions.

Governance

- Collaborate with finance team to forecast and manage costs related to TDATAF and funding allocation.
- Responsibility for ensuring all policies, GDPR, Child Protection, Health & Safety statements, etc. are current, comply with relevant legislation and are implemented within TDATAF.
- Monitoring and report writing as required by funders.

Continuous Improvement & Innovation

- Foster a culture of innovation and continuous improvement by identifying opportunities to refine processes, improve efficiency, and enhance outcomes. Evaluate and report on programmes and initiatives
- Stay informed of external strategy, research and best practices to ensure the organization remains informed and agile in the thematic responsibility.

The above description is not exhaustive, and the post-holder may be required to fulfil other functions as required by the SDCP CEO / TDATAF Board.



Essential Criteria

- A relevant third level qualification at Level 7 or above.
- At least 4 years’ experience in the field of addiction, youth work, community development or a related field
- A minimum of two years in a management capacity.

Remuneration Package & Benefits:

- The Manager 1 (TDATF Coordinator) salary scale is below. It is expected that new staff will be appointed on point 1 of the scale, but additional points may be awarded based on an individual’s experience.

Manager 1 – Senior Manager	
Point	Salary
1	€62,940.00
2	€64,391.00
3	€65,878.00
4	€67,318.00
5	€68,754.00
6	€71,215.00 *
7	€73,690.00 **

* Long Service after 3 years on Point 5
 ** Long Service after 3 years on point 6

- Competitive employer pension provision after probation is passed (10% Employer contribution, 5% Employee contribution)
- Blended Working policy can allow for up to two days working from home.
- Access to Hospital Saturday Fund low-cost health insurance
- Access to Employee Assistance Programme (EAP)
- Bike to work scheme

Application Process

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send an up-to-date detailed CV (no more than 3 pages) which will include the name and contact details of two references, plus a one-page cover letter which will clearly outline how you meet the specific criteria relating to this role.

NOTE: no contact will be made with referees before a job offer is made.

Email your CV and cover letter, with the reference TDATF Coordinator Ref: 222/2026 to:

jobs@sdcpartnership.ie and cc simon.monds@sdcpartnership.ie

Closing date for receipt of applications: **Wednesday, 11th February at 5pm.**
 Note no late applications will be accepted.

South Dublin County Partnership is an Equal Opportunities Employer.