

Coffee Trailer Facilitator

Job Specification & Terms and Conditions

Job Title and Grade	Coffee Trailer Facilitator (2 x Part time Posts Available)
Closing Date	Friday 9 th January 2026
Location of Post	Oberstown Children Detention Campus
Contract Type	Permanent Part time
Salary Scale	€37,055 to €72,512 per annum pro rata for part time contracts. Secure Unit Allowance of €2,702.47 pro rata.
Working Hours	Hours of attendance will amount to not less than an average of 20 hours per week. Successful candidates will be required to work on a roster, including Saturdays, Sundays and public holidays, and such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.
Annual Leave	23 days annual leave pro rata.
Reporting Relationship	The person appointed to this position will be advised of reporting relationship on appointment.
Purpose of the Post	The primary purpose of this post is to provide experience, training and education to the young people in Oberstown through the development of a coffee trailer business on the Oberstown campus.

Principal Duties and Responsibilities

- To work rostered hours to support the provision of a coffee business for the education and training to young people in residence and report to the Campus Activities Co-ordinator.
- To be directly involved in the delivery of frontline care to young people, including those with behavioural difficulties, in a secure care setting.
- To develop and deliver an onsite business plan for the development of the coffee trailer business and manage and maintain all necessary associated quality controls in relation to food hygiene, food safety management, traceability and HACCP legislation.
- To demonstrate from experience their ability to manage challenging behaviour on site and in a classroom setting.
- To carry out tasks including the organisation of quality control programmes and educational business classes. Development of coffee trailer initiatives and planning meetings in line with the Oberstown Children Detention Campus policies and procedures.
- Together with the Activities Co-ordinator, relevant campus and contracted staff maintain a safe environment and systems to support the provision of Oberstown's educational programme.
- To carry out duties assigned by the Activities Co-ordinator and report to the Activities Co-ordinator.
- Maintain records as required and in line with best practice relevant to tasks undertaken.

- Work in accordance with the Children's Rights Policy Framework and co-operate with any inspection process.
- Work in accordance with all campus wide policies and procedures, such as care, HR, information management, health and safety, medication management etc.

The above duties are not intended to be a comprehensive list of all responsibilities involved and, consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.

Confidentiality

In the course of employment, the successful candidate will have access to, or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

Professional Knowledge & Experience

Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below.

Professional Knowledge & Experience

Demonstrate:

- Experience of working in a regulated environment.
- Demonstrate excellent numeracy skills.
- Ability to work in a systemic and process driven environment.

Communications & Interpersonal Skills

Demonstrate:

- Good communication and interpersonal skills including the ability to present information in a clear and concise manner.
- Strong written communication skills.
- Ability to adapt communication style as required.

Problem Solving & Decision Making

Demonstrate:

- Flexibility, problem solving and initiative skills including the ability to adapt to change.
- The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.

- The ability to recognise when it is appropriate to refer decisions to a higher level of management.

Team Working

Demonstrate:

- The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders.
- The ability to work independently on own initiative and as part of a team.
- The capacity for management responsibility and initiative.
- Leadership potential and strong team skills.

Drive and Commitment

Demonstrate:

- Great attention to detail and high levels of accuracy.
- A commitment to maintaining high work standards.

Eligibility Criteria Qualifications and/ or Experience

Applicants must by the closing date have the following:

- Hold a CORU approved Social Care Worker Qualification and made an application to CORU for Registration or be fully registered with CORU.
- **Or** have 18 months experience in the previous 5 years in a social care setting along with a qualification in social care in the following areas: Youth and Community work, Level 7 Youth and Community Development, Level 7 Psychology, Level 7 Counselling and Level 7 Addiction Studies, Level 7 Social Science. If applying under this option, the contract will be an initial 6 month fixed term contract in order to assess suitability in conjunction with CORU registration guidelines. There may be an option to avail of a permanent contract at the end of this period for suitable applicants.
- **Or** Be eligible for Social Care Workers Register maintained by CORU.

Application and Selection Process

For any queries or more information on this role please contact the HR department at recruitmentmail@oberstown.com or call 01 852 6407.

How to Apply

Applications must be made by submitting the following documents:

- A **short cover letter** outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive **CV**, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.
- As part of your application, you are required to clearly indicate the following in your CV or Cover Letter:
- Confirmation of whether you hold a current, full, clean driving licence.
- Disclosure of any criminal convictions, where applicable.

In order to apply for the post of **Coffee Trailer Facilitator**, please forward the above requested information via email to recruitmentmail@oberstown.com by **Friday 9th January 2026 @ 5pm.**

Only fully submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Oberstown is satisfied that such a person fulfils the essential requirements.

Incomplete or late applications will not be accepted.

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application.
- a competitive preliminary interview.
- completion of an online questionnaire(s).
- case study/work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.
- a competitive interview which may include a presentation.

Please Note

We endeavour to give as much notice as possible for interview dates etc.; candidates should make themselves available on the date(s) specified by Oberstown Children Detention Campus.

Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by Oberstown.

Successful candidates may be placed on a panel from which future vacancies may be filled. This panel will initially be for a 12-month period with the possibility of an extension by a further 12 months.

Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

Candidates' Obligations

- A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
- Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

Character

Each candidate must be of good character.

Age

Age restrictions shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation Act 2004). A candidate who is not classified as a new entrant must be under 67 years of age.

Other requirements of the role

Driving Licence

Successful candidates will be required to hold a current full clean Driving Licence – Category B, prior to commencement of employment.