

JOB DESCRIPTION

NOVAS

Housing | Health | Recovery

Job Title:	Research & Information Officer	Post Number:	New position
Reports To:	Head of Advocacy & Communications	Location:	Limerick or Dublin
Salary:	This role is attached to a defined salary scale which ranges from €25,800 to €41,862 and appointments are made depending on qualifications and experience.		

Purpose of the Job

The role of NOVAS Research & Information Officer is to ensure the provision of support to our clients and tenants and advocating for their needs.

The role will be based in Limerick or Dublin but will require travel as needed, to other locations where NOVAS services are located and for other work purposes. The post holder's usual schedule will be to work Monday to Friday during office hours, with a high degree of flexibility and adaptability required. This role may include attending occasional planned events outside of office hours and at weekends.

The Research & Information Officer will be expected to work within, and represent the values and mission of the organisation.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review.

Environment of the Job

NOVAS is a not-for-profit organisation and Approved Housing Body, we work with single adults, couples and families and who are homeless or at risk of being homeless. We provide a range of services and accommodation. Our first service was established in Limerick in 2002 which was a temporary low threshold emergency homeless accommodation, and we have grown from there. We now have over 300 staff, and more than 30 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including emergency homeless accommodation, transitional homeless accommodation, social housing and community-based services for tenancy sustainment, homelessness prevention, mental health and recovery.

NOVAS is a Trauma Informed Practice Organisation, and the principles of collaboration, diversity, respect and trust are embedded in our way of working together.

Our services are provided through support of our partners in local government through the Local Authorities, HSE, and other donors and funders.