



Job description: Matchmaker (Part time)

Helping Irish Hosts CLG was set up in response to the migration crisis resulting from the war in Ukraine. Our mission is to empower and support individuals and communities in Ireland to host displaced Ukrainians in their homes, safely and sustainably. We have placed over 1,400 people in over 560 homes across Ireland and built a network and resources to sustain them.

Objective

HIH is seeking to fill the post of Matchmaker who will work directly with Ukrainian guests and hosts to secure suitable accommodation in Ireland. Working as part of a dynamic team, under the direction of the Matching Team Lead, the Matchmaker will be responsible for brokering guest placements.

Responsibilities

Contribute to HIH's support of Ukrainian guests seeking hosted accommodation in Ireland.

- Assess accommodation pledges and accommodation requests
- Make suitable matches and oversee the placement process
- Liaise with hosts and guests to assist with signposting and integration supports
- Work closely with the Host Support Team, handing over matches on 'Move in date'
- Facilitate onward placements of guests in concert with Host Support (rematching)
- Administer documents, furnish hosts and guests with HIH support packs
- Ensure confidentiality in relation to all aspects of the service
- Maintain accurate and up-to-date records, case notes, correspondence

Key Skills

- Excellent communication and proven listening skills.
- A combination of empathy, objectivity and setting personal boundaries
- Proficient in technology especially Google Workspace (Sheets)
- Can navigate the digital space and you proactively fill knowledge gaps
- Attention to detail, organised, reliable, you take the utmost care with data and notes
- Ability to respect confidentiality of service users at all times
- Fluent English is essential for this role
- Must be comfortable working in a startup environment with a shifting landscape
- Experience of working with people from different cultural backgrounds desirable
- Common sense, maturity and commitment to the idea of hosting mandatory

Contract Terms

- 3 month contract | Part time position, 20 hours per week @ €18.50 per hour
- WFH | Occasional events | Must be available to work afternoons and be flexible
- Successful candidates will be required to undergo Garda Vetting and a Child Safeguarding course



How to Apply?

Upload your CV / resumé and cover letter providing a brief explanation of who you are and why you're right for this role via Hire Hive, here:

<https://voltage.hirehive.com/job/119624/matchmaker-part-time-helping-irish-hosts-dublin>

Note only candidates who provide a cover letter will be considered for shortlisting. Applications will be reviewed on a rolling basis and we will only contact candidates who have been shortlisted for interview.

Closing Date: Wednesday, 17th May 2023

ABOUT HIH

Helping Irish Hosts (HIH) is a limited company formed by a group of hosts, working together with displaced and Irish based Ukrainians, to get people into Irish homes – quickly – to give them a soft landing, while avoiding Direct Provision and long term hotel / government accommodation stays.

We arose in direct response to the Ukraine crisis, to empower and support individuals and communities in Ireland to host Ukrainians in their homes, safely and sustainably. We've done an excellent job so far, with more than 1,400 Ukrainians in over 580 homes, a vibrant, trusted support network for hosts and presenting a strong voice in advocacy for hosts at all levels.

It takes years of expertise to develop a safe, rewarding hosting programme. We've only had one! We are working in close partnership and collaboration with The Irish Refugee Council, Doras, Nasc and The Open Community, organisations who have led the way in refugee resettlement and what's called the "Community Sponsorship" model in Ireland for over 30 years. We are part of the Irish Ukraine NGO & Civil Society Response Group and we are deeply engaged with the Ukrainian community in Ireland. We are funded by The One Foundation, The Sunflower Foundation, The Community Foundation, The Shapiro Foundation and we're paid for the work we do by The Irish Red Cross. We are supported by a wide variety of corporate and state partners. We are registered as a CLG (717469, April 13, 2022). We are not a registered charity.

Our hosts are motivated by a desire to help people fleeing Ukraine and this is our focus. Our belief is that this response has the potential to transform Ireland's ongoing refugee response, to finally move away from Direct Provision towards a system Ireland can be proud of.

We are hosts, helping hosts. Together, we are playing our part in this historic, unprecedented, global emergency humanitarian response. We believe that this is the best way forward.



We are building a core team to deliver on this commitment and build on our success at this unique, challenging moment in global history. The **Matchmaker** will play a crucial role in building our organisation and ensuring we continue to play our part in Ireland's response to the current humanitarian crisis.

If you have the skills, experience and passion to play your part, we want to hear from you.