

Job Advert

NOVAS

Research & Information Officer Housing | Health | Recovery

Service:	Head Office
Location:	Limerick or Dublin
Duration:	Indefinite duration
Hours:	40 hours
Published:	24th of March 2025
Application Closing Date:	6 th of April 2025
Interview Date:	14 th of April 2025

NOVAS is a not-for-profit organisation and Approved Housing Body. We work with single adults, couples and families who are homeless or at risk of being homeless. We provide a range of support services and accommodation. We have over 300 staff, and more than 30 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including residential homeless services, social housing and community-based services for tenancy sustainment, homelessness prevention, mental health and recovery.

The role of NOVAS Research & Information Officer is vital to 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

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

The Appropriate candidate will have:

- A minimum of Level 7 Ordinary Degree or higher (National Framework of Qualifications).
- Experience of working with marginalised groups in a signposting, information providing or data gathering capacity.
- Experience of communicating with people in a professional capacity with a reassuring and polite manner to answer questions, provide information or refer onwards.
- Excellent interpersonal skills.
- Excellent verbal and written communication skills, with experience of contributing to report writing or policy documents.
- Strong analytical skills with the ability to interpret data to inform policy and service development and delivery.



- Ability to manage competing deadlines and work in a fast-paced environment.
- Ability to work independently and as part of a team.
- Excellent level computer skills.
- Criminal Record Self Declaration will be sought for this role.

We offer a competitive benefit package including 26 days annual leave pro rata, access to further education supports and contributory pension.

If you would like to work for NOVAS, an application form and job description can be found on the careers section of our website www.novas.ie/work-for-us. If you require any further information or wish to submit a completed application form, please email recruitment@novas.ie