



**Tuath Housing**  
**Graduate Traineeships -**  
**be part of something bigger**  
**A GEM Programme partnership**

# Foreword from our CEO, Sean O'Connor

Hello,

I am delighted that you are interested in joining Tuath Housing at this exciting time in our development. We are happy to be collaborating with the GEM programme in 2023 and are looking forward to working with a cohort of graduates who will shape the future of housing.

At Tuath, we see our staff as our greatest resource, and we pride ourselves in “growing our own”. We want to do more and to create additional graduate positions which reach right across the organisation. In partnership with the GEM Programme, we want to enhance our talent pool by recruiting, developing and professionally qualifying future leaders through the creation of these roles.

We hope that through our collaboration with the GEM programme, we will gain new team members with the same unrelenting dedication and commitment to our vision, mission and values as our current staff continue to demonstrate. We hope that you will bring a fresh perspective to the organisation and optimise your potential to grow with us and the GEM programme.

If you can demonstrate to us your potential as someone who can grow to become a person of influence and a future Tuath leader, then we would love to hear from you.

We look forward to receiving your application.

Sean O'Connor  
CEO



# Introduction

At Tuath, we aim to provide long-term, safe and quality housing, at the best possible value whilst locally building mixed, sustainable communities.

We value growing our own talent and investing in our people. We are one of the largest approved housing bodies in Ireland and we aim to continue to grow. We nurture the diversity of our people by building a shared purposed and helping staff to bring their best selves to work.



# Who We Are

Tuath Housing provides accommodation for single people, families and those with special needs. Since its establishment in 2000, Tuath Housing has grown to become one of Ireland's largest approved housing bodies. The organisation currently provides and manages over 9,500 homes with offices in Dublin, Cork, Galway and Dundalk.

Tuath Housing is a not for profit organisation, our motivation is to provide more homes to more people while providing our customers with a high quality service. It aims to provide long-term, safe and quality housing, at the best possible value whilst locally building mixed, sustainable communities. Tuath's staff are essential to achieving this aim.

[Tuath Housing Strategic Plan 2021-2025](#)  
[Tenant Engagement Strategy 2022-2025](#)  
[Annual Report 2021](#)



# Mission, Vision & Values

Our mission is to provide good quality, secure homes that people can afford.

Our vision is investing in people and places by providing more homes and choice.

Our values include:

- Choice
- Working for people and places, not profit
- Partnership
- Customer service
- Sustainability & resilience
- Innovation



# Mission, Vision & Values

One of our principles is to help people across Ireland secure and maintain a home that is safe, warm and affordable. We believe we must also maintain a sense of community. That is why as well as building properties, we build strong relationships with those living in them.

## Our strategic objectives

First class services

Health & safety for all

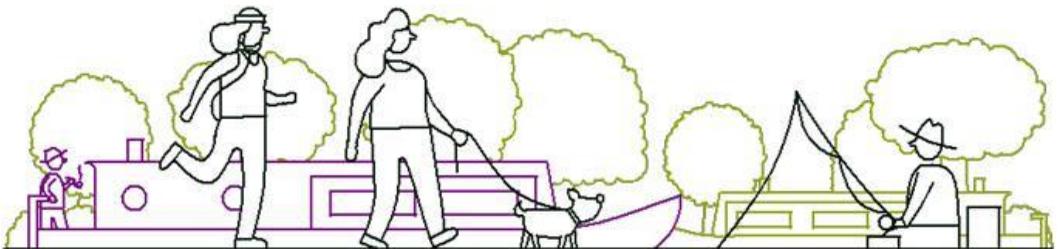
Effective asset management

Exemplary governance & standard of regulatory compliance

Organisational efficiency & productivity

Working in Partnership/ delivering more new homes and tenures

Value for money, financial planning & financial strength

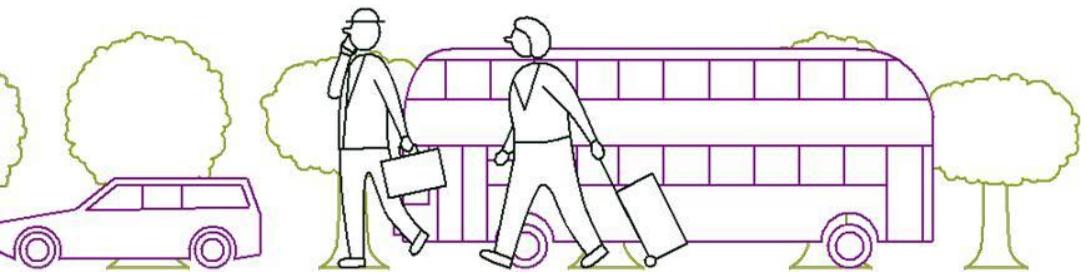


# What we are looking for

Tuath Housing is seeking highly motivated individuals to join our growing team in our centrally located offices where you will have the opportunity to grow, learn and develop with the GEM programme. We are a people driven organisation and we are committed to first class customer service. If you want to be a part of a team dedicated to changing housing for the better, we want you!

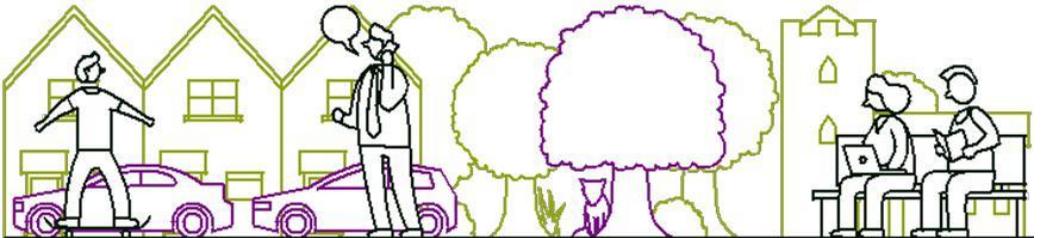
As a member of Tuath, you will:

- Contribute towards the continuous improvement of the business
- Collaborate with internal teams to help the organisation meet its strategic goals
- Be committed to the realisation of our vision, mission and values
- Embody the vision and ethos of Tuath
- Be versatile, flexible and open minded
- Have strong interpersonal skills to work effectively with a variety of individuals and departments



- Possess the ability to be self-motivated and work on own initiative and be part of a team
- Be committed to deliver a high-quality service
- Have an understanding of and ability to demonstrate the importance of good timekeeping, reliability and taking responsibility for the service delivered to our customers
- Positively promote the Association in all activities

All of our team are committed to and driven towards our mission, vision and values



# What we are looking for

## Requirements

- Administrative skills- scanning documents, postage, file management, stationary requirements, managing team diaries
- Problem solving
- Conflict resolution
- Fast learning abilities
- Time management
- Organisational skills
- Maintain the ability to work with accuracy and attention to detail and within deadlines
- Have strong verbal and written communication skills



- Have the ability to handle sensitive and confidential information
- Attention to detail
- Strong interpersonal skills
- The ability to think on your feet and be a problem solver
- Monitor and redirect incoming departmental emails
- Take minutes and collate agendas
- Assist the team in following up with external and internal stakeholders for information as required
- Maintain information and keep records
- Manage stakeholder directories



# Our Culture





# Graduate/Trainee Testimonials

“My time as a Trainee Housing Services Coordinator with Tuath has provided me with a wealth of knowledge. The trainee programme afforded me the opportunity to develop my knowledge and skills under the mentorship of a senior colleague whilst coincidentally fulfilling the duties of a Housing Services Coordinator. This strategy, adopted by the Trainee programme, has contributed significantly to my professional development and competency, which has aided my career progression with Tuath. The support of colleagues and the company as a whole continues to be unconditional and is what I enjoy most about my job with Tuath.”

***Aimee O’ Riordan, Housing Services Coordinator,  
previous Trainee Housing Services Coordinator***

“The time I’ve currently been with Tuath housing has been very influential and has had a massive impact on me. The culture here at Tuath is really open and welcoming. Everyone within the organisation strives for success which bounces off each-other. I’m supported in every aspect of my learning and I know that Tuath will bring the best out of my skillsets.”

***Jonathan Kaniki, Graduate Data Analyst & Statistics Administrator***

“Tuath is an excellent place to work for graduates fresh out of college looking to start their career in a non-profit. Through my work in Tuath, I have gained experience in many aspects of HR, including Recruitment and Onboarding, Employee Engagement, and Training & Development. The resources and support that Tuath put into their graduates really sets them up well for their career paths. Tuath values their graduates and invests in them.”

***Jack O' Byrne, Human Resources Administrator,  
previously Graduate Human Resources  
Administrator***

“Even within my first interview with Tuath a clear ladder of progression was laid out before me. I really felt a sense of opportunity, which in turn made me feel appreciated and respected right from the get-go. My time as a Trainee Housing Services Coordinator with Tuath allowed me the opportunity to progress through my career. I was offered support and guidance in housing management and took the opportunity to further my education with Tuath's Study Aid benefits as part of the role. On top of this, I thoroughly enjoy the work ethic that colleagues brought to the table and the positivity that we lend to each other through challenging times, both on a professional and personal basis. The trainee programme afforded me the chance to see what other departments within the company did on a daily basis and gave me a ground up approach to the organisation, which aids enormously in creating a mutual respect and working relationships between teams and departments.”

***Conan Murphy, Housing Services Coordinator,  
previous Trainee Housing Services Coordinator***



the **GEM**  
programme

“Tuath is an organisation focussed on growth and development. From the moment I began working with them, they laid the groundwork for me to further my training and education. This emphasis on opportunity benefitted me hugely as I began to navigate the housing sector as a graduate, allowing me to grow into my role in development coordination”

***Michael Burke, Trainee Development Coordinator***

# The Offer

We are looking for a number of skilled and committed graduates to join a rotational graduate programme with a fast growing and award winning approved housing body.

You will be working in one of our main offices with travel to other offices as necessary. A full driving licence and access to a vehicle are beneficial but not essential.

A fantastic benefits package includes:-

- Competitive salary (€26,431)
- 24 months contract with a fast growing and diverse organisation
- Participation in the GEM Programme
- Dedicated workplace mentor
- The opportunity to gain a broad understanding of the housing industry through a rotational programme
- 24 days annual leave
- On-the-job training
- Access to a comprehensive learning and development programme including a LinkedIn Learning and Platform55 account
- Study leave to prepare for formal qualifications
- Employee Assistance Programme



