

- Position:** NEIC Parenting Programme Coordinator
- Reporting to:** Assistant Director of Early Learning Initiative (ELI)
- Purpose of Position:** To coordinate parenting programmes and referral pathways across all age groups in the NEIC along with the establishment of a NEIC Parenting Forum

Key Relationships:

- Director/Assistant Director of the Early Learning Initiative.
- ABC/ELI Team and Consortium
- NEIC Working Group 3: Family Wellbeing
- Stakeholders in the NEIC in particular parents and professionals who support parents and deliver parenting programmes
- Tusla Partnership Prevention and Family Support (PPFS), Children and Young People Services Committee (CYPSC) and Young People at Risk (YPAR) and other parent support networks and organisations

Key Responsibilities:

The coordinator will have responsibility for coordinating both strands of the project as outlined below as well as ensuring that the strategic priorities, actions and outcomes of the project are met. Collaborating with parents and practitioners in the delivery of the project will be central to the work.

Strand 1: Parenting Supports and Programmes

- Reviewing and mapping existing provision across age range and scale
- Incorporate the following into the mapping exercise and subsequent discussions with parents, providers and other stakeholders:
 - Evidence based group, home and online parenting programmes
 - Parenting 24/7 and other parenting support websites
 - National policies: First Five Strategy; CYPSC Shared Vision, Next Steps 2019 – 2024 and updated Better Outcomes Brighter Futures the National Policy Framework for Children and Young People.
 - Dublin City North CYPSC Plan, NEIC Strategic Plan and other local reports
- Identifying gaps in provision, using common indicators and evaluation tools, and developing an interagency collaborative strategy to address these gaps. This will include identifying relevant training for practitioners, agreeing referral pathways, common assessment frameworks and best practice in relation to alignment with other services and supports

- Supporting the Parenting Champions and the delivery of the existing parenting programmes through enhancing interagency referrals and communication processes.
- Act as a central contact point for services and parents in the NEIC area in relation to parenting programmes and supports to ensure coordination of parenting programmes and referral pathways across all age groups.

Strand 2: Parental Engagement and Ownership

- Establishment of a parenting forum in the NEIC inclusive of parents and practitioners that will meet regularly to discuss emerging needs and input into the termly reviews and action plans.
- Build parental capacity within the NEIC, taking the diversity of the parent population into account, to contribute to the design, delivery and evaluation of parenting programmes.

Any other duties as assigned by the ELI Director and Assistant Director

Key Attributes:

- Relevant 3rd level qualification
- Relevant experience of working with children, young people, families and statutory agencies
- Experience in developing, delivering and evaluating evidenced based parenting programmes
- Relevant facilitation, community development and research skills
- Professional interest in parenting support
- Ability to work closely with marginalised families and have an understanding of the issues of marginalisation
- Ability to deal effectively with a wide variety of College personnel, community stakeholders and other outside individuals/organizations
- Good administrative, organisational and time management skills with the ability to produce results to deadlines.
- Ability to operate as a team player in a cross disciplinary, integrated team, sharing roles and responsibilities.
- An energetic, confident and pro-active individual with excellent written, verbal and inter-personal communication skills
- Excellent IT skills with experience in delivering eLearning and online engagement

Salary: Specialist/ Senior Administrator: Min €36,540 Max €52,783

Contract Type: This is a full-time fixed term position for one year

The successful candidate will be subject to Garda Vetting and must not hold any convictions under the Sex Offenders Act 2001.

Application Process: To apply, please e-mail your cover letter and CV, quoting reference number: to: recruitment@ncirl.ie by 5pm on 21st May 2021.

Applicants will be shortlisted based on their CV and cover letter for interview on Wednesday 9th June.

Note: The functions and responsibilities assigned to the NEIC Parenting Programme Coordinator are based on the current stated role and objectives of the College. These functions and responsibilities may alter in line with any change in the role and objectives of the NCI.

Equal Opportunities Policy: National College of Ireland is an equal opportunities employer.