



Job Description

Let's Grow Together! Infant & Childhood Partnerships CLG

Programme Assistant

1 part-time post available (15 hours per week)

- Employer:** Let's Grow Together! Infant & Childhood Partnerships CLG
- Location:** Let's Grow Together! Infant & Childhood Partnerships CLG premises in Knocknaheeny or nominated location. The Programme Assistant will be assigned a base location but will be expected to work across the Let's Grow Together geographical area as needed. COVID restrictions may apply.
- Contract:** An initial temporary fixed-term period to 31st December 2023. This may be extended subject to continued funding. A probationary period of 3 months will apply.
- Hours of work:** This is a part-time post of 15 hours per week spread over 3 or 4 days. Occasional out of hours working may be required for which a time off in lieu system is in operation.
- Salary:** Pro-rata for 15 hours of full-time salary of €26,081.00 per annum, being Point 1 of the applicable salary scale for this post. It is Company policy that new employees are appointed at Point 1 of their respective scales.
- Recruitment:** Open recruitment adhering to the Let's Grow Together! Infant & Childhood Partnerships CLG recruitment policy.

The successful candidate must hold a full driving licence and have access to a vehicle for work purposes or have access to another reliable form of transport that would enable them to fully meet the requirements of this role.



Background

Since January 2021, Let's Grow Together! Infant & Childhood Partnerships CLG has assumed the work of Young Knocknaheeny Area Based Childhood Programme. It is situated in the Northwest area of Cork City and its work is delivered by an interdisciplinary team, in partnership with the community, local services and agencies.

The main objective of Let's Grow Together! Infant & Childhood Partnerships CLG is to govern, support and develop area-based prevention and early intervention programming and approaches that support early childhood development, relationships and environments; to set the foundations for infant and child development, learning, wellbeing, quality of life and outcomes; and by doing so mitigate the intergenerational impact of child poverty and get all children's lives off to the best possible start.

The subsidiary objectives are:

- Respectfully enhancing skills and early childhood development knowledge, of all parents, practitioners, and services.
- Strengthening and supporting all relationships and environments that are important to every child's early development.
- Embedding systems and community change to support early childhood development.
- Undertaking participatory learning and evaluation, documenting and policy development.

This work is underpinned by an innovative Infant Mental Health Framework and draws on best evidence and practice.

The core work of Let's Grow Together! Infant & Childhood Partnerships CLG is funded by the Department of Children, Equality, Disability, Integration and Youth and is part of the Area Based Childhood Programme within the TUSLA Child & Family Agency.

Our Vision

Our communities are places where children experience happy, healthy and thriving childhoods that last a lifetime and no child is left behind.

Our Mission

To work in partnership with everyone important in children's lives, sharing knowledge, skills, and resources, empowering families, and enabling children through their relationships and in their communities to be nurtured, fulfilled, achieving and learning.



Job Purpose

The Programme Assistant will build relationships with parents and caregivers to support and ensure their participation and inclusion in Let's Grow Together programmes from the point of initial registration. The person will work collaboratively with and support the Let's Grow Together interdisciplinary team and wider programme staff with a wide range of data collection, collation, and reporting activities. The person will support the team with additional duties including, but not limited to, sharing information and programme updates on our social media platforms.

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This will include (but is not limited to):

- Building relationships with parents/caregivers to support and ensure their participation and inclusion in Let's Grow Together programmes from the point of initial registration
- Supporting the Let's Grow Together team to manage registrations into the programme
- Liaising with families to support registration with the programme as an important initial port of entry into the service, and to capture experiences of engaging with Let's Grow Together
- Liaising with and supporting the Let's Grow Together team to collect and collate data
- Data collection and collation duties: distribution and collection of monitoring, recording and evaluation tools, development of spreadsheets and databases, inputting and organising data, developing new data storage processes
- Involvement in data audits, cleaning and quality checks
- Producing basic reports and summaries
- Supporting the Let's Grow Together team to update and manage social media accounts
- Working with and supporting the Let's Grow Together wider team with reporting and monitoring activities.
- Undertaking any additional tasks deemed appropriate by the Manager.

Reporting to: The Programme Assistant the Programme Officer or nominated person.



Person Specification

The appointed person will demonstrate:

- A positive and supportive 'can do' approach to maximising the opportunities provided by Let's Grow Together! for the communities in our area to in turn benefit children's social and emotional development, wellbeing and learning.
- Relational and strengths-based approaches to working with parents/caregivers, professional internal and external colleagues.
- Openness to learning, transferring knowledge, mentoring and support, in areas such as data processing and usage, communications, interagency collaboration, interfacing with the public etc.
- Commitment to the values of the organisation and to evidence-informed prevention, promotion, and early intervention approaches.
- Self-motivation. They will show dedication and enthusiasm for the work and the values of practice. They must be flexible, adaptable, open to change and the developing nature of the work and the role. They must be solution focused, collaborative and committed to the team.
- An ability to reflect and be reflective in their work.
- Openness to training, supervision and ongoing professional development.

Qualifications & Training

Qualification at Level 8 or higher on the National Framework of Qualifications (NFQ) in a relevant discipline such as public health or cognate discipline. Proof of qualifications will be required from the successful candidate.

Experience and Knowledge

The ideal candidate will have:

- Experience working with others and building relationships to achieve goals and tasks
- Proven experience of working with MS Excel to collect and collate data
- An understanding of public health and health promotion concepts
- An understanding of research principles and methodologies
- Experience of supporting and working with vulnerable families and services in disadvantaged communities is preferable



Skills

The skills necessary to be successful in this role are:

- Proven experience of collaboration and partnership working.
- Excellent communication and interpersonal skills to successfully work in partnership with parents/caregivers, the Let's Grow Together team and a multiplicity of stakeholders.
- Capacity to build networks and to establish effective professional relationships with community colleagues.
- Highly organised with very strong IT competency, specifically MS Excel capabilities
- Previous experience working with data collection systems
- Knowledge of basic research principles and methods
- Familiar with child development concepts and community-based initiatives
- Competent in report writing and be able to maintain quality record keeping, and meeting deadlines as provided.
- Calm and confident under pressure and able to problem solve in a complex work environment.
- Initiative to identify and progress areas requiring development and engage relevant supportive partners as required.
- Resourceful and creative.

Application Process

Please apply by email only with a CV and cover letter (Word or PDF format), clearly setting out your interest, qualifications, knowledge, skills and experience relevant to the role. The closing date for all applications is midday on Thursday 23rd February 2023 (no late applications accepted). Those who have already applied for the position do not need to send another application at this stage.

Applications to info@letsgrowtogether.ie. Shortlisting will apply. Informal enquiries in advance of closing date by email only to lynn@letsgrowtogether.ie

It is anticipated that interviews for prospective candidates for this post are anticipated to take place during the week commencing Monday 27th February 2023 with the successful candidate taking up the role as soon as possible thereafter.

Allocation of post is subject to Garda Vetting and references including current or most recent employer. Canvassing will disqualify.

Let's Grow Together! Infant & Childhood Partnerships is an equal opportunities employer, committed to diversity and inclusion.