



## Job Description

### Information & Reporting Officer

**1 full-time post available (37 hours per week)**

<b>Employer:</b>	Let's Grow Together! Infant & Childhood Partnerships CLG
<b>Location:</b>	Let's Grow Together! Infant & Childhood Partnerships CLG premises in Knocknaheeny, Cork or nominated location. The Information & Reporting Officer 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. This is an in-person office-based role.
<b>Contract:</b>	An initial full-time temporary fixed-term period to 31 <sup>st</sup> December 2024 with extension likely based on continued funding. A probationary period of 6 months will apply.
<b>Hours of work:</b>	This is a full-time role (37 hours per week) worked Monday-Friday. Occasional out of hours working may be required for which a time off in lieu system is in operation.
<b>Salary:</b>	€36,882 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.
<b>Recruitment:</b>	Open recruitment adhering to the Let's Grow Together! Infant & Childhood Partnerships CLG recruitment policy.



## 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 purpose of this role is to take ownership of all internal and external information, non-financial reporting and communications for the organisation. Although this is a standalone role, it involves ongoing collaboration with the staff team internally, as well as with external partners and stakeholders.

The role will focus on growing and sharing the evidence base of Let's Grow Together work, promoting the model, activities, and impact of the organisation's work, to continue to build its reputation as a leading prevention and early intervention organisation in Ireland.

A large component of the role relates to the collation, management and reporting of information gathered by Let's Grow Together in the course of its work. The post-holder, in conjunction with other stakeholders, will utilise the information to collate and draft documents including annual publications, strategic plans, consultations, workplans, non-financial funder reports, articles for peer review publication and policy position papers.

## Job Description

This will include (but is not limited to):

- Assuming responsibility for information management, non-financial reporting, communication, and dissemination.
- Planning and scheduling data collection activities in line with programme requirements.
- Ensuring user-friendly and effective approaches to data collection and streamlining data collection processes.
- Maintaining data collection systems and supporting the team to collect and input data.
- Providing team information sessions on data collection systems and processes.
- Leading data audits, data cleaning and quality checks.
- Collaborating with team members to maintain data and information quality standards.
- Extrapolating data and information to contribute to work planning, research activities, and policy development.
- Producing scheduled and ad hoc reports, presentations, and summaries using the data.
- Providing Executive Director key information and position points to support the Let's Grow Together services, and the communities it serves.



- Producing a very high quality, informative, visually effecting annual report, in line with Charities Institute template.
- Communicating findings to the team, management, and wider stakeholders.
- Assisting and guiding the development of logic models, strategic plans, annual reports, publications, research, and policy briefs etc.
- Developing outputs to effectively communicate data and findings to a wide range of Let's Grow Together audiences.
- Engaging with stakeholders including children, parents, volunteers, practitioners and funders.
- Creatively disseminating information in a variety of ways depending on the audience.
- Maintain content and development of the Website, social media channels and other electronic media platforms.
- Work with external service providers such as web managers, printers, and designers.
- Assist the Executive Director in programme and project development as opportunities emerge.

**Reporting to:** Executive Director

### **Person Specification**

The appointed person will demonstrate:

- Very strong communication and organisational skills and abilities.
- Demonstrated excellent report writing and presentation skills.
- Competencies using MS Excel and data collection and analysis systems.
- An ability to meet deadlines in a calm and effective manner.
- An understanding of the importance of confidentiality and data protection regulations.
- Competencies in presentation, using varied electronic formats to disseminate information.
- 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.
- An ability to represent the organisation and describe its services clearly and effectively to a range of audiences.



- 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. 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 and organisation.
- A proven ability to manage several competing tasks, priorities and deadlines.
- Openness to training, supervision, and ongoing professional development.

### **Qualifications & Training**

A qualification equivalent to Level 8 or higher on the National Framework of Qualifications (NFQ) in a relevant discipline such as Public Health, Information Management, or Communications is essential.

A qualification or training in marketing, digital marketing and/or research methods would also be beneficial but is not essential.

### **Experience and Knowledge**

The ideal candidate will have:

- Ideally 2+ years of experience in a similar role (paid or voluntary).
- Experience collaborating and building effective relationships with others to achieve goals and tasks.
- Knowledge and experience of the community and voluntary sector.
- Proven experience of working with computer-based applications such as MS Excel to collect, collate, and analyse data.
- An understanding of research principles and methodologies.
- Proven previous experience of report writing and the development of outputs such as peer-reviewed publications, annual reports, and research and policy briefs.
- Experience of communicating the work and ethos of an organisation to a wide range of audiences.



## Skills

The skills necessary to be successful in this role are:

- Excellent communication and interpersonal skills.
- Highly organised with strong IT competencies, specifically in MS Excel and data analysis systems.
- Competent in report writing, development, communication, and dissemination.
- Proven experience of collaboration and partnership working.
- Familiar with child development concepts and community-based initiatives.
- Previous experience working with data collection and analysis systems.
- Proven ability to meet deadlines.
- Professional in attitude and dealings with others.
- Calm and confident under pressure and proven problem-solving abilities.
- Resourceful and creative.

## Application Process

Please apply by email only with a C.V. and cover letter (Word or PDF format preferred), clearly setting out your interest, qualifications, knowledge, skills and experience relevant to the role. The closing date for all applications is 1.00pm on Monday, 31<sup>st</sup> July (no late applications will be accepted).

Applications to [admin@letsgrowtogether.ie](mailto:admin@letsgrowtogether.ie)

Informal enquiries in advance of closing date by email only to [admin@letsgrowtogether.ie](mailto:admin@letsgrowtogether.ie)

It is anticipated that interviews for prospective candidates for this post will take place during the week commencing 7<sup>th</sup> August 2023 with the successful candidate taking up the role as soon as possible thereafter.

Allocation of this post is subject to references including current or most recent employers and proof of eligibility to work in Ireland.

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