



## **Job Description**

### **Let's Grow Together! Infant & Childhood Partnerships CLG**

#### **Research Assistant**

#### **1 Part-time temporary post available**

<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 City, Co Cork. Hybrid remote working is possible in line with Company policy.
<b>Project:</b>	2025 Child Level Profile.
<b>Contract:</b>	Part-time temporary contract for a specified project. Variable weekly hours based on project need, up to a maximum of 200 hours over the course of the contract.
<b>Hours of work:</b>	Working days would be during normal business hours Monday to Friday with hours per day agreed in advance. Variable hours and schedule based on project need.
<b>Post duration:</b>	Anticipated start date ASAP with the project expected to finish by September 2025.
<b>Salary:</b>	Pro Rata (37-hour week) €27,145 per annum, paid monthly by weekly hours worked. It is Company policy that new employees are appointed at Point 1 of their respective scales.
<b>Reporting structure:</b>	The Research Assistant will report to the Information & Reporting Officer.
<b>Recruitment:</b>	Open recruitment adhering to the Let's Grow Together! Infant & Childhood Partnerships CLG recruitment policy.

## **Background**

Let's Grow Together is an area-based organisation in the Northwest area of Cork City. We work in partnership with everyone important in children's lives. We aim to share knowledge, skills, and resources within this area, through a relational, strength-based, holistic approach. We work as an interdisciplinary team, in partnership with the community, local services, and agencies.

### *Main Objectives*

- 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

### *Subsidiary Objectives*

- 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

### *Vision*

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

### *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**

Let's Grow Together is developing a profile of the Northwest of Cork City (specifically the Let's Grow Together catchment area) that will focus on children from birth to the end of primary school and the key environments in their lives (home, early years setting, school). The purpose of this project is to provide a profile focused on young children living in the Northwest of Cork City and their families and communities, to inform future planning and service provision.

The Research Assistant will assist the Project Lead (Let's Grow Together Information & Reporting Officer) with data collection, collation, and analysis.

### **Key Duties and Responsibilities**

- Work both collaboratively and independently under the direction of the Project Lead
- Input child identification data to create profiles within the LanguageScreen app
- Collate data collected through LanguageScreen
- Collate relevant CSO Census 2022 data for the geographical area
- Collate data collected from Early Years Settings
- Collate data collected from primary schools
- Collate questionnaire responses from Early Years Settings, primary schools, and families
- Perform literature reviews on key spaces in a young child's life, the relevant policy landscape, and other relevant reports available
- Assist Project Lead with data analysis and presentation of collated data
- Perform other relevant duties as required for the project

### **Desired Qualifications, Experience, and Skills**

- Partial or complete higher level degree or diploma
- Relevant or transferrable research experience from a variety of disciplines
- Proficient with Excel
- Experience collating and analysing large volumes of data
- Experience conducting literature reviews
- Self-motivated and open to learning
- Highly organised
- Able to manage time across different tasks
- Effective communicator
- Strong interpersonal skills and experience working within a multi-disciplinary team
- A commitment to the values of the organisation, which are: Inclusivity, Respect, Empathy, Integrity, Openness, Collaboration, and Good Governance

### **Application Process**

- Please apply by email to [admin@letsgrowtogether.ie](mailto:admin@letsgrowtogether.ie) with a CV and cover letter that clearly sets out your interest along with your relevant qualifications, skills, and experience
- The closing date for receipt of applications is 1:00 pm on Friday 21<sup>st</sup> March 2025
- Shortlisting will apply
- Interviews for candidates shortlisted will take place ASAP
- The successful candidate will be requested to take up the role ASAP
- Following interviews, a panel of qualifying candidates may be formed, should a similar position become available subsequently to this position being advertised

### **Additional Information**

- This post is funded by SEEP (Social Economic and Environmental Plan) funding
- This post is subject to Garda Vetting and reference checks
- Informal enquiries by email to [jessie@letsgrowtogether.ie](mailto:jessie@letsgrowtogether.ie)
- Canvassing will disqualify
- Let's Grow Together is an equal opportunities employer and committed to diversity and inclusion