National College of Ireland: Senior Coordinator - Community Services Supports (https://www.activelink.ie/node/109055)

National College of Ireland

Senior Coordinator - Community Services Supports

Purpose of Position:

Coordinate the Community Services Supports in Dublin's Inner City

Reporting to:

Assistant Director of Early Learning Initiative

Key Relationships:

- Assistant Director of the Early Learning Initiative.

- Director of the Early Learning Initiative
- National College of Ireland
- Members of ABC/ELI consortium
- Stakeholders in the local community, including parents, children, corporate representatives and practitioners
- Early Learning Initiative team.

Key Responsibilities:

- Coordinate the design, delivery and evaluation of the Dublin Inner City early years, primary school, second level and after-school programmes, including STEM Family Learning, Educational Guidance and English as Additional Language (EAL) programmes.
- Supervise Coordinators who deliver Community Services Supports in Dublin Inner City.
- Liaise with schools and services re: MOUs; contracts; programme development, delivery and evaluation.
- Induction, training and support of staff, volunteers, work experience students etc.
- Develop, lead and monitor ELI's overall social media and communication strategies
- Champion innovation within ELI and support the Team in the development of new programmes and practices.
- Participate in grant/funding applications, research activities and other relevant projects
- Prepare and maintain secure records, reports, assessments and/or evaluation data that are GDPR compliant on the programme and participating professionals, children and families
- Use budget allocated to plan, agree and purchase materials, catering etc. required for these activities.
- Adhere to NCI's, ABC's, NEIC, ELI's and other funders as appropriate financial procedures and ensure that expenditure is coded correctly and labelled
- Liaise with key stakeholders, including ABC Consortium, Working Groups, Tusla, NEIC, other Departments within NCI, ELI Corporate partners and other statutory, community and voluntary bodies around the development of ELI locally
- Provide information as required to the ELI Director/Assistant Director and NCI's Finance Department for funders reports, financial returns and budgets
- Deputise for the Assistant Director when required
- Any other duties as assigned by the Assistant Director or Director
- Coordinate the delivery of ELI's volunteer programme in Dublin inner city, working closely with programme coordinators and corporate partners.

Skills and Experience required:

- Relevant 3rd level qualification
- Relevant experience of working with children, young people, families and statutory agencies.
- Excellent leadership, administrative and organisational skills
- Experience in developing and delivering relevant professional development programmes
- Excellent Facilitation and presentation skills
- Ability to develop and support innovative ideas and approaches;
- Ability to work with marginalised families and have an understanding of the issues of marginalisation
- Ability to deal effectively with a wide variety of College personnel, community and corporate stakeholders and other outside individuals/organisations
- Flexible approach to work as evening and weekend work may be required
- 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 strong interpersonal and communication skills

Salary: Specialist/Senior Administrator (Min: €37,271 – Max: €53,839) pro rata

Annual Leave: 24 days pro rata

Contract: 12 months Fixed-term Specified Purpose Contract

Hours: Full - time

National College of Ireland's mission is to widen participation in higher education and unlock each student's potential. The College offers students the opportunity to acquire the skills and self-confidence to change their lives, contribute to a knowledge based economy and become responsible, active citizens.

Application Process:

To apply please e-mail your cover letter and CV both in PDF format ONLY, quoting reference number NCI 1073 to: recruitment-cdolan@ncirl.ie (mailto:recruitment-cdolan@ncirl.ie) by 5:00 pm, 11th of July 2024.

Note: The functions and responsibilities assigned to the Senior Coordinator - Community Services Supports are based on the current stated role and objectives of the ABC/ELI/National Centre Programmes and the College. These functions and responsibilities may alter in line with any change in the role and objectives of the ABC/ELI/National Centre Programme and NCI.

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

National College of Ireland is an equal opportunities employer.

The Importance of Confidentiality

We would like to assure you that protecting confidentiality is our number one priority. You can expect that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Candidates' Obligations

In submitting a completed Curriculum Vitae and supporting documentation, candidates are declaring:

- That all the particulars furnished in their application are true and correct without omission and that they are aware of the qualifications and particulars for this position.
- That to the best of their knowledge that there is nothing in relation to their conduct, character or personal background of any nature that would adversely affect the position of trust in which they would be placed by virtue of this appointment.
- Their irrevocable consent to NCI making such enquiries as deemed necessary in respect of their suitability for the post in respect of which their application is made.
- Their acceptance and confirmation of the entitlement of NCI, as appropriate to, reject their application, or to terminate their employment (in the event of a contract of employment having been entered into on foot of this competition) if they have omitted to furnish NCI with any information relevant to their application or their continued employment or where they have made any false statement or misrepresentation relevant to this application or their continuing employment with the College. #

Candidates should note that they may be required to submit documentary evidence in support of any particulars given by them in their application for the post.

Data Protection Acts 1988 to 2018 and the Freedom of Information Acts 1997 to 2014 as amended

Data collected for the purposes of recruitment activities

NCI conducts recruitment processes to fill vacancies within the college. When applying for these competitions applicants are asked to submit a range of documents, e.g., a completed application form, CV and/or a personal statement or cover letter. For the purposes of recruitment activities, we will not collect any personal data that we do not need to assess your candidature for a role with us.

Legal Basis for Processing

NCI 's legal basis for the processing of this data is a combination of individual consent, contractual necessity and legal obligations.

Withdrawal of Consent

Applicants can withdraw their consent for the processing of their personal data at any time by notifying the College. It is important to note that withdrawal of consent prior to the completion of the process will be considered as a withdrawal of the application.

What we do with your data

People who are directly employed by NCI and are based in Ireland process all the personal data collected for both recruitment and HR purposes.

Shortlisting

HR draft up the shortlisting documents and provide the initial screening to determine if a person meets the essential criteria of the competition. A shortlisting panel is generally made up of two senior grade staff members from the relevant department for which the role is being recruited.

Sharing of your data

Where you have been successfully shortlisted for a post, each interview panel member will be furnished with a copy of the relevant information of those who will be attending interview in order that they can review applications in advance of the interview process. All such information will be returned to NCI and shredded following the competition process. Some of the interview panel will be external interviewers, who are not employees of NCI but are engaged for the purpose and are strictly subject to the rules and policies of the College.

Access

Applicants can request and receive access to their data at any time and can request and receive a copy of this data, in electronic/transferable format.

Erasure

Applicants can request the data held be erased. In this case, the application for a position is considered withdrawn.

Rectification

Applicants can have any incorrect information corrected.

Objection / Withdraw

Applications can object to this information being processed and/or can request to withdraw from the application process

Complain

Applicants can make a complaint to our internal Information Governance and Data Protection Officer

NCI Information Governance and Data Protection Officer
National College of Ireland, Mayor Street, IFSC, Dublin 1
Tel (Direct): + 353 1 4498 523 (tel:+ 35314498523) ; Tel (Reception):

And/or make a complaint to the relevant authority

Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28
Tel: +353 (0) 761 104 800 (tel:+353761104800)

Region
Dublin

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Expiry Date
11th Jul, 2024

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