

## **National College of Ireland: ABC Grangegorman Senior Specialist** **(<https://www.activelink.ie/node/112724>)**



## **ABC Grangegorman Senior Specialist** **(<https://www.ncirl.ie/About/Work-for-NCI/Current-Vacancies/ABC-Grangegorman-Senior-Specialist>)**

**Purpose of Position:** To lead the implementation of the ABC programme in Grangegorman

**Reporting to:** ABC Manager- Grangegorman (ELI)

### **Key Relationships:**

- ABC Manager- Grangegorman
- ELI Assistant Director- Home Visiting and Parent Support and ELI Assistant Director- Community Services
- ABC Grangegorman staff
- ABC Grangegorman Steering Group
- ABC Grangegorman Consortium
- Organisations implementing ABC programmes in Grangegorman
- ELI staff team
- National College of Ireland
- Stakeholders in the local community, including parents, children and practitioners
- National stakeholders
- ELI Director

### **Key Responsibilities:**

- In conjunction with the ABC Manager, plan and oversee programme development and implementation for ABC Grangegorman with the agreed logic model, plan and budget and the Grangegorman ABC Consortium principles, structures, processes and agreements.
- Support the ABC Grangegorman Manager to co-ordinate and deliver the Grangegorman Area-Based Childhood (ABC) programme in accordance with the programme plan and budget.
- Lead the implementation of specific Grangegorman ABC interventions in line with agreed plans.
- Support the capacity of the Grangegorman ABC programme to deliver innovative early intervention and prevention programmes.
- Supervise ABC Grangegorman staff in ELI including the ABC Grangegorman Administrator
- Prepare and present work to Grangegorman Steering Groups, Consortium, ELI, NCI, funders, partner organisations, and other agencies.
- Work closely with the NCI/ELI Research teams to deliver on their research strategies and processes/systems
- Deputise for the ABC Manager when required
- Develop and maintain excellent working relationships with all stakeholders and engage, motivate and support consortium members and delivery organisations at all stages of programme delivery. The ability to work in partnership is a key requirement in the role.
- Financial planning, budget management and budget administration of funding involving a range of organisations.
- Support organisations and staff leading Grangegorman ABC interventions and enhance capacity to work on programmes such as Grangegorman ABC.
- Coordinate and follow up on relevant meetings for the Grangegorman ABC programme, with a range of consortium members and potential partners.
- Participate in relevant internal and external committees, networks and partnerships and represent the consortium as required.
- Liaise with national stakeholders.

- Work closely with the NCI/ELI Research teams to deliver on their research strategies and processes/systems
- Use an interagency approach to address challenges faced by families, attend and lead Meitheals for programme families in addition to attending case conferences where required
- To oversee posts on ELI's social media platforms.
- Prepare and maintain records, reports and/or test data on the programme.
- Any other duties as assigned by ELI Director/Assistant Directors
- Support the ABC Manager to develop, implement, and review systems to support the delivery of the Grangegorman ABC programme, including governance, financial, information, monitoring and evaluation systems and structures. Ensure comprehensive and accurate records management.

## Skills and Experience Required:

- Relevant 3rd level qualification in relevant fields e.g. early childhood, education, social work, psychology etc.
- Relevant experience of working with children, young people, families and statutory agencies. Ability to work with marginalised families and have an understanding of the issues of marginalisation
- Excellent administrative and organisational skills
- Excellent IT skills in Ms Excel Ms Word and other relevant research packages etc.
- Professional interest in early years education and family-based learning.
- Excellent facilitation and presentation skills
- Ability to deal effectively with a wide variety of College personnel, statutory, community and corporate stakeholders and other outside individuals/organisations. Ability to work closely with a range of social services to ensure best outcomes for children and families
- Ability to develop and support innovative ideas and approaches from inception to implementation at local, regional and national level.
- Participate in research activities, including the collection and management of data
- 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
- Good time management skills with the ability to produce results to deadlines.
- Strong leadership and change management skills

**Contract:** Permanent subject to funding

**Salary:** Senior Specialist/Supervisor ( Min: €41,412 – Max: €63,363 )

**Hours:** Full Time

**Annual Leave:** 24 Days

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 1067 to: [recruitment@ncirl.ie](mailto:recruitment@ncirl.ie) (<mailto:recruitment@ncirl.ie>) by 5:00 pm, 3rd January 2025.

**Note:** The functions and responsibilities assigned to the ABC Grangegorman Senior Specialist, are based on the current stated role and objective of the College. These functions and responsibilities may alter in line with any change in the role and objectives of the 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 \(tel:+ 35314498 523\)](tel:+35314498523); Tel (Reception): [+ 353 1 4498 500 \(tel:+35314498500\)](tel:+35314498500)

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 \(tel:+353761104800\)](tel:+353761104800)

National College of Ireland is an equal opportunities employer and is a Member of the Athena SWAN Charter. NCI is committed to serving our diverse community and welcomes applications from underrepresented groups.



## Region

Dublin

## Date Entered/Updated

17th Dec, 2024

## Expiry Date

3rd Jan, 2025

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