



pobal

government supporting communities



Human Resources Pobal

Job Description

Better Start – Grade 2

About Pobal

Pobal works on behalf of Government, and in conjunction with communities and local agencies, to support social inclusion and local and community development. We do this by managing funding and providing support for programmes in the areas of Social Inclusion and Equality, Inclusive Employment and Enterprise, and Early Learning and Care.

Pobal is an Equal Opportunities Employer and welcomes suitably qualified applicants from all sections of society. Further information on how Pobal promotes Equality, Diversity & Inclusion (EDI) throughout our workplace for our staff can be found via this link. [Equality, Diversity & Inclusion Statement](#)

About Better Start

Better Start National Early Years Quality Development is a national initiative established by the Department of Children, Equality, Disability, Integration and Youth and hosted by Pobal. Better Start promotes quality and inclusion in Early Learning and Care (ELC) settings for children from birth to six years of age in Ireland. Better Start offers three operational programmes: Quality Development Service (QDS), The Access and Inclusion Model (AIM) and Early Years Learning and Development Unit.

Job Description and Person Specification

Role	Early Years Specialist (Access and Inclusion)
Directorate	Better Start
Unit	Programmes
Grade	2
Reporting to	Better Start Team Leader

Role Purpose

The role of the Early Years Specialist (Access and Inclusion) is to support a range of diverse ELC settings to assist them in enabling inclusive practice and the optimal participation of a child with disability in the pre-school room. The Early Years Specialist, (Access and Inclusion) team will work in partnership with the management/staff to develop and implement the service which will be informed by the core elements of Síolta and Aistear.

Role Requirements

Role Requirement 1

Supporting Access and Inclusion

- Supporting and mentoring providers in the development of enriched learning environments to support all children's participation and implementation of planned Early Intervention (EI) programmes, where appropriate to enhance the child's learning and development
- Providing guidance and support on undertaking an appraisal of the child within the ECCE setting (before or after enrolment) to prepare, respond and adapt to the child's needs and abilities
- Modelling and coaching providers in strategies to enable participation of children with disabilities in the ECCE programme.
- Working in partnership with parents
- Liaison with HSE professionals and others as required to support the child and family
- Liaison with the NCSE about supporting the child's transition into primary school
- Enhance and develop the capacity of the ECCE service by carrying out a range of activities including on-site visits, providing educational advice and guidance, modelling inclusive practice, and liaising with HSE Early Intervention and other professional services as required.
- Support early years services to develop and actively implement a range of policies and practice in accordance with the Aistear and Síolta Frameworks.
- Actively engage and contribute to all relevant appraisals and review processes as part of the AIM support model
- Provide advice and support to services in areas such as the inclusion of children with disabilities, governance issues and advising on how to build effective partnerships with parents and the wider community.

Role Requirement 2

Information & Administration

- Complete and maintain records pertaining to the role.
- Ensure all administration back-up and support on progress is kept updated by maintaining all relevant systems.
- Provide periodic progress updates to the Service Co-Ordinator.
- Review, develop and maintain efficient and effective administrative and information systems.
- Participate in and assist in the organisation of special events, visits and any other activities required.
- Participate in external evaluation of the service.

Role Requirement 3

Networking

- Actively participate and contribute as a team-member of the Early Years Specialist Service.
- Work co-operatively with other support services within the education sector, the Child & Family Agency Tusla, the Department of Education and Skills, the local City and County Childcare Committee, Voluntary Childcare Organisations and the community and voluntary sector as relevant to the role.

Other

- Any other duties within the general requirements of the role that may be assigned as appropriate for the grade.

Required Experience

- Minimum of 3 years post-qualification experience of working in early years' services, preferably in a supervisory or leadership role.
- Demonstrate in-depth knowledge and understanding of inclusive early childhood education and care
- Demonstrate experience of working with children with disabilities, their family, and parents.
- Understanding and experience of social inclusion and disability issues
- Strong organisational skills
- Ability to provide mentoring and coaching services
- Experience of delivering education and training programmes to adults
- Experience of inter-agency working with children and families
- Proficient in MS packages e.g., Word, Excel, Outlook coupled with programme databases, SharePoint portals

Qualifications

- Minimum third level qualification at Level 8 (or equivalent) on the National Framework of Qualifications in Early Childhood Education and Care / or an equivalent professional qualification in Special Education / Disability / Early Intervention
- Drivers Licence with suitable means of transport

Pobal Core Competencies - Grade 2

GRADE 2 COMPETENCIES	EFFECTIVE PERFORMANCE INDICATORS
 <p>Delivery of Results</p>	<p>Takes ownership of tasks and is determined to see them through to a satisfactory conclusion</p> <p>Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation</p> <p>Constructively challenges existing approaches to improve efficient customer service delivery</p> <p>Accurately estimates time parameters for managing work, building contingencies to overcome obstacles</p> <p>Minimises errors, reviewing learning and ensuring remedies are in place</p> <p>Maximises the input of own team in ensuring effective delivery of results</p> <p>Ensures proper service delivery procedures/protocols/reviews are in place and implemented</p>
 <p>Interpersonal and Communication Skills</p>	<p>Modifies communication approach to suit the needs of a situation/audience</p> <p>Actively listens to the views of others</p> <p>Liaises with other groups to gain co-operation</p> <p>Negotiates, where necessary, in order to reach a satisfactory outcome</p> <p>Maintains a focus on dealing with customers in an effective, efficient and respectful manner</p> <p>Is assertive and professional when dealing with challenging issues</p> <p>Expresses self in a clear and articulate manner when speaking and in writing</p>
 <p>Analysis and Decision Making</p>	<p>Effectively deals with a wide range of information sources, investigating all relevant issues</p> <p>Understands the practical implication of information in relation to the broader context in which they work – procedures, unit objectives etc.</p> <p>Identifies and understands key issues and trends</p> <p>Correctly extracts and interprets numerical information, conducting accurate numerical calculations</p> <p>Draws accurate conclusions and makes balanced and fair recommendations backed up with evidence</p>
 <p>Management Potential</p>	<p>Is flexible and willing to adapt, positively contributing to the implementation of change</p> <p>Contributes to the development of policies in own area and the broader Department/Organisation</p> <p>Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others</p> <p>Formulates a perspective on issues considered important and actively contributes across a range of settings</p>
 <p>Specialist Knowledge, Expertise and Self Development</p>	<p>Displays high levels of skills/expertise in own area and provides guidance to colleagues</p> <p>Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team</p> <p>Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team</p>
 <p>Drive and Commitment to Pobal's Values</p>	<p>Is committed to the role, consistently striving to perform at a high level</p> <p>Demonstrates flexibility and openness to change</p> <p>Is resilient and perseveres to obtain objectives despite obstacles or setbacks</p> <p>Ensures that customer service /service excellence is at the heart of own/team work</p> <p>Is personally honest and trustworthy</p> <p>Acts with integrity and encourages this in others</p>

Terms & Conditions of Employment

Salary	Grade 2 salary scale (€44,580 - €60,609)
Contract Type	Fixed Term Contract for a period of 12 months, subject to continuing Government funding
Probation	A probationary period of six months will apply
Pension	Defined contribution pension scheme
Annual Leave	26 working days, exclusive of public holidays
Travel & Subsistence	Travel and subsistence will be paid at public sector rates
Location	The role will be located in Pobal Offices, Forest Park, Mullingar Co Westmeath
Blended Working Policy	Pobal can offer combination of office based and remote working either from home or a pre-approved business hub on the island of Ireland

Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Those candidates whose applications, in the opinion of the review panel, appear best suited to the position will be short-listed for interview.

Deadline for application: May 8th, 2025

Applications will not be accepted after the closing date



Ceannoifig /Head Office

Pobal, Teach Holbrook, Sráid Holles,
Baile Átha Cliath 2, D02 EY84, Éire.
Pobal, Holbrook House, Holles Street,
Dublin 2, D02 EY84, Ireland.

T: 01 511 7000

F: 01 511 7981

E: enquiries@pobal.ie

W: www.pobal.ie

