



Prevention & Early  
Intervention Network  
Promoting positive outcomes for children,  
families & communities



Northside  
Partnership

## NATIONAL CO-ORDINATOR

### Prevention & Early Intervention Network

#### Job Description

<b>Employer:</b>	Northside Partnership
<b>Job Title:</b>	National Co-ordinator, Prevention & Early Intervention Network
<b>Location:</b>	Currently Coolock, Dublin 17 but open to discussion including some scope for remote working
<b>Working hours:</b>	Part-time / 21 hrs per week – working arrangements to be by mutual agreement (Potential for an additional 3.5 hours per week until August 2023 – see Erasmus Project below)
<b>Salary:</b>	€37,894 - €57,816 pro rata (€22,736 - €34,690 based on 21 hours per week)
<b>Reporting to:</b>	The Chair of the PEIN
<b>Working with:</b>	<b>Internal:</b> The Executive Committee, Working Groups, membership of PEIN and Northside Partnership (NSP) as PEIN's fiscal agent <b>External:</b> Statutory, Community and Voluntary Sectors, relevant Government Departments, Public representatives, Academic institutions and researchers.
<b>Role purpose:</b>	<b>To support and develop the Network through the implementation of PEIN's Work Programme, including the recruitment and support of members and the influencing of policy and best practice.</b>

## Key Duties:

- **Coordinate and promote the Network:** This will include public speaking, representation and social media. You will attend, support and actively contribute to regular Executive Committee meetings. You will work to establish and support Working Groups of the Network, with a focus on producing and disseminating outputs consistent with PEINs strategy and principles.
  - **PEIN Membership:** You will actively promote PEIN membership and work to grow the Networks' membership. You will work to maintain a streamlined and effective membership system. You will work with existing members and the PEIN structures to develop a dynamic programme of supports for members and non-members with a view to building capacity among members and encourage new membership.
  - **Funding and Finance:** You will identify funding opportunities that are aligned with PEIN's principles. You will work with the PEIN Executive Committee and the NSP finance department to produce and submit high quality funding applications. You will be responsible for monitoring the PEINs budgetary expenditure and accounts and produce all required reports for oversight by the Executive Committee. You will ensure that accurate records are maintained and prepare reports on grants and project work.
  - **Communication and Campaigning:** You will develop materials for the Network, including reports, publicity materials, and policy papers in conjunction with the Executive, Working Groups and members. You will oversee and develop the content of the PEIN website and social media accounts. You will foster and develop external relationships with key agencies and bodies to develop strategic links and connections to further the development of PEI in policy and practice. This will include developing effective engagement and liaising as appropriate with public representatives, key policy makers and influencers
  - **General Office Management:** You will line manage any PEIN administrative and programme office staff, as well as manage external contractors working for PEIN. You will deliver on the objectives of the PEIN Work Programme and will complete any other required tasks as they arise.
- **Erasmus Project 2020 – 2023:** *“Developing a model of support for transitions from preschool to primary school with parental involvement.”* In addition to the core duties above, there is potential to assign an additional 3.5 hours per week on a time limited basis until 31/8/23 to provide support to an exciting Erasmus project which PEIN is leading. The project involves PEIN working with partner agencies in the United Kingdom and Bulgaria and with the European Parents Association, based in Brussels. The project sets out to research, trial and develop resources for practitioners to use with parents to help them to support their child's transition from preschool to primary school. The project will specifically prioritise the needs of children and families facing adversities.

**Person specification;**

- ✓ Commitment to the aims of PEIN
- ✓ A third-level qualification in a relevant area.
- ✓ At least three years' experience in the child, youth or family sectors
- ✓ Experience of influencing policy and practice
- ✓ Excellent communication, presentation and organisational skills
- ✓ Experience of service / organisational development
- ✓ Experience of organising and coordinating events
- ✓ Experience of motivating, engaging and getting buy-in from multiple stakeholder
- ✓ Experience in report writing, fundraising and funding applications
- ✓ Experience of web content management
- ✓ Excellent financial management reporting and IT skills
- ✓ Ability to work flexibly within the role and work under own initiative as well as within a team context
- ✓ Experience of the management of Erasmus Programmes is desirable but not essential.

<b>Terms and Conditions of Employment</b>	
<b>Location</b>	Northside Partnership, Coolock Development Centre, Bunratty Drive, Coolock, Dublin 17 (open for discussion)
<b>Salary</b>	€37,894 - €57,816 pro rata (€22,736 - €34,690 based on 21 hours per week)
<b>Contract Type</b>	This is a contract of unlimited duration however, subject to funding.
<b>Annual Leave</b>	22 working days (pro rata) exclusive of public holidays
<b>Travel &amp; Subsistence</b>	Travel and subsistence will be paid at public sector rates
<b>Probation</b>	A probationary period of six months will apply