

National College of Ireland: Community Families National Data Quality Officer (<https://www.activelink.ie/node/115796>)



Community Families National Data Quality Officer

Purpose of Position:

Manage the Community Families National CRM system and coordinate the national monitoring, evaluation and reporting activities of Community Families Programme.

Reporting to: National Home Visiting Manager

Supervised by: ELI Research Lead

Key Relationships:

- Community Families National Senior Coordinator
- ELI National Home Visiting Manager, Director and Assistant Directors
- ELI National Centre and Research Team
- National Community Families Oversight and Support Group
- Organisations implementing or intending to implement Community Families Programmes across Ireland, in particular Managers, Coordinators and Home Visitors delivering the Programme
- National stakeholders, in particular National Home Visitor Manager and Data Quality Officer, Tusla, HSE, Enclude, Home Visiting Alliance members,
- ELI staff team
- National College of Ireland

Key Responsibilities:

- Manage the implementation of the Community Families National CRM system in collaboration with Enclude and local Community Families sites
- Support local Community Families sites to use the CRM system to input, analyze, upload and report at local and national level.
- Coordinate and quality check the national data collection, monitoring, evaluation and reporting activities of the Community Families Programme.
- Collection, collation and validation of qualitative and quantitative data using the Community Families CRM system and other methodologies.
- Using the CRM system to prepare and maintain records, and/or test data.
- Providing information and preparing reports for Community Families National Oversight and Support Group, ELI Community Families Team, local sites, Tusla, HSE and other stakeholders.
- Ensure alignment of the Community Families outcomes framework with developments at national level.
- Proactively analyze data to identify trends, relationships and important data points.
- Work closely with the National Community Families Oversight and Support Group, National Home Visiting Manager and Data Officer, organisations implementing or intending to implement Community Families and ELI Research team to coordinate the implementation of all research and evaluation processes/systems.
- Build the capacity of Community Families programme teams to participate in research activities and contribute to its research goals and strategy.
- Assist in the dissemination of learnings from the Community Families programmes and research projects through

- papers, conferences, presentations, and other relevant stakeholder platforms.
- Liaise with key stakeholders, including Tusla, HSE, ABC Programme, National Healthy Childhood Programme and other relevant Programmes, Home Visiting Alliance, funders, and other ELI teams and Departments within NCI
- Other appropriate research and administrative activities as needed.
- Any other duties assigned by the ELI Research Lead, Community Families Senior Coordinator and/or Director/Assistant Directors/ELI National Home Visiting Manager.

Key Attributes:

- A relevant 3rd level qualification
- In depth knowledge of and experience in using a CRM systems
- Excellent research, administrative and organisational skills
- Excellent IT skills in Ms Excel Ms Word, EvaSys, CRM systems, SPSS and other relevant research packages etc.
- Professional interest in early years education and family-based learning.
- Experience of both qualitative and quantitative research.
- Ability to work closely with staff delivering services to marginalised families and have an understanding of the issues of marginalization and its impact on data collection and evaluation.
- Ability to deal effectively with a wide variety of College personnel, community stakeholders and other outside individuals/organizations.
- Good time management skills with the ability to produce results to deadlines.
- 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.

Contract: Full time and Fixed term 1 year contract (subject to funding)

Salary: (€31,059 - €44,354) Administrator Salary band

Annual Leave: 24 Days per annum pro rata

Hours: Full time 35 hours per week

To Apply:

Please apply with a CV and cover letter both in PDF format ONLY, quoting reference number: NCI 1081 to **recruitment-cdolan@ncirl.ie** (mailto:recruitment-cdolan@ncirl.ie) **by 5:00 pm, 28th May 2025.**

Region

Dublin 1

Date Entered/Updated

22nd May, 2025

Expiry Date

28th May, 2025

Attachment

Community Families National Data Officer.docx

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