



Job Description

Let's Grow Together! Infant & Childhood Partnerships CLG

Infant Parent Support Assistant

1 full-time post available (37 hours per week)

- Employer:** Let's Grow Together! Infant & Childhood Partnerships CLG
- Location:** Let's Grow Together! Infant & Childhood Partnerships CLG premises in Knocknaheeny, Cork or nominated location. The Infant Parent Support Assistant will be assigned a base location but will be expected to work across the Let's Grow Together geographical area as needed. COVID restrictions may apply. This is an in-person office-based role.
- Contract:** An initial full-time temporary fixed-term period to 31st December 2023. This may be extended subject to continued funding. A probationary period of 3 months will apply.
- Hours of work:** This is a full-time role (37 hours per week) worked Monday-Friday. Occasional out of hours working may be required for which a time off in lieu system is in operation.
- Salary:** €27,026 per annum (pro-rata) being Point 1 of the applicable salary scale for this post. It is Company policy that new employees are appointed at Point 1 of their respective scales.
- Recruitment:** Open recruitment adhering to the Let's Grow Together! Infant & Childhood Partnerships CLG recruitment policy.
- Language skills:** Fluency in English is essential. Proficiency in other languages, in addition to English, is welcomed but not essential.





Background

Since January 2021, Let's Grow Together! Infant & Childhood Partnerships CLG has assumed the work of Young Knocknaheeny Area Based Childhood Programme. It is situated in the Northwest area of Cork City and its work is delivered by an interdisciplinary team, in partnership with the community, local services and agencies.

The main objective of Let's Grow Together! Infant & Childhood Partnerships CLG is to govern, support and develop area-based prevention and early intervention programming and approaches that support early childhood development, relationships and environments; to set the foundations for infant and child development, learning, wellbeing, quality of life and outcomes; and by doing so mitigate the intergenerational impact of child poverty and get all children's lives off to the best possible start.

The subsidiary objectives are:

- Respectfully enhancing skills and early childhood development knowledge, of all parents, practitioners, and services.
- Strengthening and supporting all relationships and environments that are important to every child's early development.
- Embedding systems and community change to support early childhood development.
- Undertaking participatory learning and evaluation, documenting and policy development.

This work is underpinned by an innovative Infant Mental Health Framework and draws on best evidence and practice.

The core work of Let's Grow Together! Infant & Childhood Partnerships CLG is funded by the Department of Children, Equality, Disability, Integration and Youth and is part of the Area Based Childhood Programme within the TUSLA Child & Family Agency.

Our Vision

Our communities are places where children experience happy, healthy and thriving childhoods that last a lifetime, and no child is left behind.

Our Mission

To work in partnership with everyone important in children's lives, sharing knowledge, skills, and resources, empowering families, and enabling children through their relationships and in their communities to be nurtured, fulfilled, achieving and learning.



Job Purpose

This is a support role within the interdisciplinary team that provides services to children and families. The Infant Parent Support Assistant will connect directly with parents and caregivers to support their participation and inclusion in Let's Grow Together programmes from the point of initial registration. The primary purpose of this role is to manage the registration processes for families who wish to avail of our services from their initial expression of interest. The postholder will interact with families to discuss the range of services we offer and build a picture of each family's needs and interests, offering guidance on appropriate service offerings.

Additionally, this role will involve working collaboratively with and supporting the Let's Grow Together team with a range of data collection, collation, analysis, and reporting activities to capture and illustrate the work of the organisation. The postholder will support the team with additional duties including, but not limited to, sharing information and programme updates on our social media platforms.

Job Description

This will include (but is not limited to):

- Providing administrative support to the Let's Grow Together team.
- Supporting the inter-disciplinary home visiting team to manage registrations by liaising directly with families at the point of entry into the programme using a relational approach.
- Identifying the requirements of families with regards to our services and providing guidance on suitable offerings.
- Liaising with and supporting the wider Let's Grow Together team to:
 - Capture the experiences of those engaged with the programme
 - Collect, collate, and evaluate data
 - Develop and maintain spreadsheets and databases in Microsoft Excel
- Producing basic reports and summaries using information contained in our databases.
- Involvement in data audits, data cleaning and quality checks.
- Supporting the Let's Grow Together team to update and manage social media accounts.
- Undertaking any additional tasks deemed appropriate by their Manager.



Reporting to: Infant Mental Health and Wellbeing Coordinator or nominated person. The Infant Parent Support Assistant will work closely with the team of Infant Parent Support Workers and Speech & Language Therapists and the Programme Officer.

Person Specification

The appointed person will demonstrate:

- A positive and supportive 'can do' approach to maximising the opportunities provided by Let's Grow Together for the communities in our area to in turn benefit children's social and emotional development, wellbeing, and learning.
- Relational and strengths-based approaches to working with parents/caregivers, professional internal and external colleagues.
- Confident communication skills (in-person, telephone and email/online) with an understanding of the importance of confidentiality and data protection.
- An ability to represent the organisation and describe its services to a range of audiences.
- Openness to learning, transferring knowledge, mentoring and support, in areas such as data processing and usage, communications, interagency collaboration, interfacing with the public etc.
- Commitment to the values of the organisation and to evidence-informed prevention, promotion, and early intervention approaches.
- Self-motivation. They will show dedication and enthusiasm for the work and the values of practice. They must be flexible, adaptable, open to change and the developing nature of the work and the role. They must be solution focused, collaborative and committed to the team.
- An ability to reflect and be reflective in their work.
- Openness to training, supervision, and ongoing professional development.

Qualifications & Training

A qualification at Level 7 or higher on the National Framework of Qualifications (NFQ) in a relevant discipline such as Social Care would be beneficial. Evidence of formal training in Microsoft Excel or Windows-based database applications would also be beneficial.



Experience and Knowledge

The ideal candidate will have:

- Knowledge and experience of working with families in a community-based context
- Experience of supporting and working with vulnerable families and services in disadvantaged communities is preferable
- Proven experience of working with computer-based applications such as MS Excel to collect and collate data
- Experience working with others and building relationships to achieve goals and tasks
- An understanding of research principles and methodologies

Skills

The skills necessary to be successful in this role are:

- Proven experience of collaboration and partnership working.
- Excellent communication and interpersonal skills to successfully work with parents and caregivers, the Let's Grow Together team, and various stakeholders.
- Highly organised with strong IT competency, specifically in MS Excel.
- Familiar with child development concepts and community-based initiatives.
- Competent in report writing and record keeping.
- Previous experience working with data collection systems.
- Knowledge of research principles and methods.
- Proven ability to meet deadlines.
- Calm and confident under pressure and proven problem-solving abilities.
- Resourceful and creative.

Application Process

Please apply by email only with a C.V. and cover letter (Word or PDF format preferred), clearly setting out your interest, qualifications, knowledge, skills and experience relevant to the role. The closing date for all applications is 4.00pm on Thursday, 1st June (no late applications will be accepted).

Applications to admin@letsgrowtogether.ie



Shortlisting will apply. Informal enquiries in advance of closing date by email only to admin@letsgrowtogether.ie

It is anticipated that interviews for prospective candidates for this post will take place during the week commencing Monday, 12th June with the successful candidate taking up the role as soon as possible thereafter.

Allocation of this post is subject to Garda Vetting and references including current or most recent employers and proof of eligibility to work in Ireland.

Canvassing will disqualify.

Let's Grow Together! Infant & Childhood Partnerships CLG is an equal opportunities employer committed to equality, diversity, and inclusion.

