



**National Federation of
Voluntary Service Providers**

Supporting people with intellectual disability (CLG)

Job Description

Advancing Oral Health Equity in Disability

Keep My Teeth Project Coordinator

Post Details:

Job Title: Advancing Oral Health Equity in Disability - Keep My Teeth Project Coordinator

Salary Scale: Grade V Clerical

Tenure of Employment: 2-year contract, 4 days (28 hours) per week

Location: Oranmore/Dublin region to be agreed with successful candidate. Some travel nationally required to support implementation initiatives. Flexibility for hybrid working may be provided.

Introduction:

The National Federation of Voluntary Service Providers Supporting People with Intellectual Disability (National Federation) is the national umbrella organisation of not-for-profit agencies providing direct supports and services to people with intellectual disability in Ireland. Across over 50 organisations, our members support more than 26,000 children and adults with intellectual disabilities and their families, providing services and supports throughout the lifespan. National Federation member organisations have community presence and connection across large urban centres and small villages throughout Ireland. The National Federation Secretariat supports its member organisations in relation to strategic and operational areas relevant to the service provider's needs and requirements. (See www.fedvol.ie for further information).

Purpose of the post:

The Keep My Teeth (KMT) Project Coordinator will work as part of the National Federation Secretariat team, which is a small service focused, outcomes-based team, and in close collaboration with the School of Dental Science, Trinity College Dublin and the Dublin Dental University Hospital.

KMT is a disability service-led initiative designed to sustainably improve oral health outcomes for people with intellectual disabilities and/or autism in Ireland. Aligned with best practice in inclusive healthcare, KMT integrates evidence-based research, capacity-building training, and service-level implementation supports to embed daily mouthcare as a health priority. The aim of the project is to improve the oral health of people with intellectual disabilities and/or autism in Ireland by building skills, planning support, and organisational capacity for better daily mouthcare.

Article 25 of the UNCRPD places responsibility on the State and all key stakeholders to provide quality healthcare; through early identification, intervention and preventative measures to uphold the right of people with disabilities to enjoy the highest attainable standard of health, including oral health.

The Project Coordinator will play a key role in delivering this project by working closely with the KMT Project Team to coordinate project management activities, develop resources and information; create and maintain comprehensive project documentation, plans and reports; managing project workflows and deadlines; liaising with all stakeholders regarding project requirements and tasks and coordinating the evaluation of the Keep My Teeth programme.

As a member of the National Federation team, the Project Coordinator will support member organisations to implement this project while keeping the rights and needs of people with intellectual disabilities at the centre of the work undertaken. The person appointed is required to have an understanding of and respect for working according to the mission and values of the National Federation. This requires a personal commitment to the vision expressed both in words and in style of working; a friendly professional manner as a member of the team liaising with our member organisations and key stakeholders; attention to detail; adherence to company policies, and a confidential approach to all matters.

Qualifications, Skills and Experience Required:

The appointee must have:

- A qualification (at least L.6 on the NFQ Ireland or equivalent) relevant to this role.
- An excellent standard in planning, organising, prioritising and meeting deadlines.
- An excellent level of proficiency in written and presentation skills.
- Excellent working knowledge of MS Office to include advanced level skills in MS Teams, Outlook (including scheduling), Word and PowerPoint and intermediate level skills in Excel.
- Ability to prioritise and handle multiple tasks simultaneously and meet deadlines.
- Strong numerical, analytical skills and attention to detail skills.
- Interpersonal skills that enable you to work with people at all levels and develop strong relationships with key stakeholders.
- Willingness to assume responsibility, ownership and accountability.
- Interpersonal skills that enable you to work with people at all levels.
- Maintaining confidentiality.
- Full Clean Driver's Licence which qualifies the candidate to drive on Irish roads is essential.

The following would be desirable in a candidate:

- A track record of delivering projects in a complex multi-stakeholder environment.
- 3 years' experience working in project coordination.
- Project experience in the voluntary sector, intellectual disability service provision
- Proficiency in Project Management software packages.
- Experience in supporting the management of events.
- Experience in graphic layout/design (e.g., for campaign materials and published reports).
- Clinical experience is an advantage but not a requirement.

The successful applicant will need to hold:

- A commitment to the values, aims and ethos of the UN CRPD.
- Excellent communication & interpersonal skills.
- A high level of analytical skills.
- High integrity and ethics at work.
- Commitment to Excellence.
- Knowledge of and commitment to the *Partnership Principles - Building A New Relationship between Voluntary Organisations and the State in the Health and Social Care Sectors*.

Duties and Responsibilities

1. Coordinate activities of the Keep My Teeth Project team.
2. Manage project budget, workflows and deadlines.
3. Field queries and questions relating to the Keep My Teeth project from National Federation members and external stakeholders; and competently dealing with same when appropriate.
4. Support the management of conferences, workshops, information sessions, etc.
5. Support the development of intervention components such as training tools, website, in-person training, online training module, oral health policy ,reports, presentations and documentation.
6. Coordinate, monitor and quality assure the delivery of training across services.
7. Support the Keep My Teeth project team in the organisation of office systems and office management.
8. Coordinate and support the steering group, champions and stakeholder groups which will evolve during the lifetime of the project.
9. Coordinate and support the work of the staff delivering clinical aspects of the programme.
10. Manage workload to ensure that priority items are dealt with in a timely and efficient manner and that deadlines are met while ensuring that daily objectives are also progressed.
11. Manage correspondence in a timely and professional manner and prepare correspondence when required.
12. Manage correspondence of a highly confidential and sensitive nature and ensuring that appropriate confidentiality is maintained at all times.
13. Prepare documents for meetings including draft agendas, documents for circulation, collation of information packs for meetings, etc.
14. Record, prepare and issue action points and minutes in a timely and professional manner.
15. Support the maintenance of compliance records.
16. Participate in team meetings, review sessions and planning events as required.
17. Provide updates on the work undertaken for the National Federation's quarterly General Assembly and as required for Board meetings
18. Coordinate the evaluation of the KMT project including PPI, test-site liaison, recording process for process and cost effectiveness evaluation.

The role of the post holder will not be limited by reference to this job description. It would be expected that the role will evolve as professional, sectoral and member organisation needs change and the postholder will be expected to demonstrate flexibility skills that will facilitate this.

Other Duties:

- Performing other duties that may be assigned by the Chief Executive (or designate).
- Travel to project specific locations as required.
- Act as liaison where required and maintain good working relationships with our Board, member organisations, and key external stakeholders.
- Respond to queries from project participants and external stakeholders.
- Work collaboratively with Secretariat team members. Participate in team meetings, review sessions and planning events as required.
- Support and inform National Federation reports, presentations and documentation (including National Federation position papers and submissions, budget campaigns, Annual Report and Service Plan) with learning from the KMT project.
- Our member organisations support people with intellectual disabilities and autism. You will be required to contribute to providing a welcoming, inclusive and accessible environment that supports people with intellectual disabilities and autism to participate in the work of the Federation, respectful of the rights, equality and dignity of the person.
- As part of the environment of the National Federation and for their own self-development, the holder of this post is required to participate in on-site and/or external training as required.

PARTICULARS OF EMPLOYMENT

Keep My Teeth Project Coordinator (Grade V)

1. Tenure of Employment

The post is 2 years subject to 6-month probationary period.

2. Location

Oranmore/Dublin to be confirmed with the successful candidate. Some travel will be required nationally. Flexibility for hybrid working may also be provided.

3. Driving Licence

A full clean driving licence which qualifies the candidate to drive on Irish roads is essential.

4. Garda Clearance / Police Clearance

Garda Clearance is a requirement for employment in the National Federation of Voluntary Service Providers. (This will be processed via the National Federation in conjunction with the successful candidate). Police Clearance is also required for candidates who have lived abroad for over six months.

5. Remuneration

*The salary for Clerical/Admin Grade V is remunerated as per national Section 39 Pay Restoration Process, having reference to Department of Health Consolidated Scales as adjudicated by the ongoing Section 39 WRC process.

6. Hours of Work

28 hours per week Monday to Friday, with a requirement to be available outside normal office hours on occasions.

7. Annual Leave

The annual leave attached to this post is 22.5 days

8. Pension Scheme

The successful candidate will become a member of the National Federation of Voluntary Service Providers' Pension & Life Assurance Scheme. This is a contributory Pension Scheme.

Informal enquiries to Helena Connors on 091-792316/ helena.connors@fedvol.ie

Closing date for receipt of completed application form plus CV to ceo@fedvol.ie is 5pm on 1st September 2025

Shortlisted candidates will be required to undertake a brief writing task
during interview- Date to be confirmed.

The National Federation of Voluntary Service Providers is an equal opportunities employer
