



Candidate Campaign Information Pack

Dear Candidate,

Thank you for your interest in the post of- Creative Community Alternatives Co-Ordinator –Southeast Region

This Candidate Pack includes the following information:

- Full and detailed Job Specification and important dates to note.
- Recruitment Process detail and important dates to note.
- Candidate General Declaration.

Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process.

[Candidate Information Pack - Recruitment Process](#)

For any informal enquiries regarding the position and job specification please contact-

Caroline Traynor / caroline.traynor2@tusla.ie / 0876759100

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: recruitsoutheast@tusla.ie or Tusla Recruit Campaign Manager: Etaoin Molloy etaoin.molloy@tusla.ie /0872073060

Kind Regards,
Tusla Recruitment Team



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	Creative Community Alternatives Co-Ordinator –Southeast Region Grade Code: 3614
Campaign Reference Approval Code	TRSECCA2026
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday the 1 st of October 2026
Closing Date for Applications	12 noon Monday the 19 th of October 2026
Proposed Interview date(s)	November 2026 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Roisin Boyd, Professional Support Manager South-East – roisin.boyd@tusla.ie <i>Making an informal enquiry gives you the opportunity to ask questions about the campaign and job specification. This informal enquiry contact is available only for the duration of the application process.</i>
Location of Post	The current vacancy/vacancies is/are in Southeast. However, the initial assignment will be confirmed upon appointment A panel may be created for the purpose of filling current vacancies. Once vacancies are appointed the panel will cease. The future vacancies may arise across Tusla Region of Southeast. For Tusla Regions & Networks please check the following link: https://www.tusla.ie/get-in-touch/local-area-offices/

Details of Service	The Child and Family Agency was established on 1st January 2014 and is responsible for a range of statutory functions including provision of child protection, alternative care, specified regulatory services and a range of family support services. The Agency has commenced a major improvement programme with significant focus on Practice, Culture and Structure. The Agency currently has responsibility for a budget of circa €1.2billion and delivers its services through over 5,500 people in 259 locations across the Country. The Child and Family Agency has responsibility for the following range of services: • Child Protection and Welfare • Parenting, Family Support and Early Help Services • Alternative Care • Birth Information & Tracing and Adoption • Tusla Education Support Services (TESS) • Children’s Service Regulation • Counselling and Therapeutic Supports
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	Further information is available on www.tusla.ie
Purpose of Role:	To co-ordinate and manage the Creative Community Alternatives project in the Southeast region, comprising of five networks: Carlow/Kilkenny, Dublin Southeast, Waterford/South Kilkenny, Wexford and Wicklow. The main role will involve the day-to-day management of the programme, working closely with the commissioning team, five networks and community organisations involved in the delivery of CCA.
Reporting Relationship	The successful candidate will report directly to Professional Support Manager or designate on all aspects of the running and direction of the CCA programme.

Duties and Responsibilities	Main Duties and Responsibilities <u>Professional / Clinical</u> • Liaise directly with networks on prospective referrals to CCA. To assess all such referrals using CCA criteria for admission to the programme. • Work closely with networks to support children and young people to remain at home, in foster care or step down from TEPs with the CCA supports available. • Assign supports for children and families to CCA designated organisations and independent workers through our partner agencies and ensure proper records and feedback is provided to Tusla services involved in such work. • Ensure children and families are kept appropriately informed at all times of interventions that concern them in the spirit and guidance of the CCA programme. • Work closely with our community-based partner agencies or other statutory services to assess prospective referrals to CCA or to arrange service delivery from such services to CCA. • Enter into joint community-based service delivery arrangements with community based partner agencies for users of CCA including services to children and families who use CCA. • Work closely with the Regional Commissioning Team on the financial and contractual management of CCA. • Support our partner agencies in developing, managing and assessment of workers for the CCA panel of workers. • Provide direct line management and regular one to one supervision and group supervision, where required. • Supervise and maintain excellent working relationships between the staff of CCA and other agencies both statutory and non-statutory. • Engage and develop new partnerships with community-based partners to support the delivery of CCA. • Ensure that all work undertaken by the CCA is in line with the spirit and guidance of Children First and Tusla policies and procedures. • Participate in inter-agency groups identified by the Tusla Region. • Research and develop the CCA project in line with stated aims and objectives and to keep up to date on relevant research and policy development in this area. • Liaise with other CCA coordinators in other regions to share best practice. • Work closely with the learning and development leads for the National approach to Practice – Signs of Safety – to maintain a focus on family led practice.
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Education & Training

- Maintain continuous professional development and participate in region or network-based development, education training and learning.
- Complete all mandatory training
- Where appropriate, arrange for the induction and training for staff as required (including work experience placements where applicable)

Administrative

- Conduct a Needs Analysis & prepare a CCA Commissioning Plan for the Southeast Region
- Develop reporting mechanisms to ensure staff involved in CCA are kept regularly informed by regular written reports on metrics and progress with children and families.
- Ensure all CCA workers are suitably qualified, experienced and Garda Vetted prior to commencing work and that relevant documentation is in place for audit purposes.
- Maintain data on service users and the service in general to the highest standards and in line with Data Protection legislation and guidance.
- Provide regular updates on progress of the CCA programme to the Regional Chief Officer and Regional Management Team.
- Prepare annual report and quarterly activity reports and case studies on CCA for end of year reporting to Tusla Regional and National office.
- Prepare annual budget and provide regular financial reports on CCA expenditure.
- Prepare business cases as required for the expansion and further development of CCA in the Southeast.

Health & Safety

- Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the service for example National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role.

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| | <ul style="list-style-type: none">• To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. |
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The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Eligibility Criteria Qualifications and / or Experience	Applicants must by the closing date of application have the following: • A relevant degree in Social Work, Social Care, Community Work, Family Support, Youth Work, or other relevant discipline. • Significant experience of working in the area of direct children and family services provision with a proven track record of working with vulnerable children and families who present with complex needs. • Have three years’ relevant post qualification experience. • The requisite knowledge and ability for the proper discharge of the duties of the office. Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Character Each candidate for and any person holding the office must be of good character.
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Skills, competencies and/or knowledge	Tusla Leadership Competency Framework The Tusla Leadership Competency Framework describes the behaviors that are key to Tusla colleagues being effective in the execution of their role at all levels within the Agency. The competencies and associated behavioral descriptors, capture the transversal knowledge, skills, abilities, and other characteristics that will enable colleagues, regardless of role or rank, to be effective in their work. The Tusla Leader Framework relevant for this role is Leading self , Please access this Leading self link to fully familiarise yourself with the impact of this Leading Self proficiency for Tusla. The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.
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Other requirements of the role	The post holder will require a current driving license and access to appropriate transport as the post will involve travel.
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Application Process Campaign Specific Selection Process Shortlisting / Interview	The online application system has a time out facility, this is in order to protect the privacy of the user. This time out facility activates if the application has been ‘dormant’ for over 60 minutes. Any work not saved will be lost if the system times out due to lack of activity. As such please ensure to save your application as you work on it, any lost data cannot be recovered. It might be an idea for candidates to work on their applications outside of the system and copy and paste their answers into the online application forms once they are fully complete and submit then. Once your application is fully submitted you will receive a confirmation email to your profile. If you do not receive this email, your application HAS NOT been submitted and received and you should log back on to submit fully. AI generated content must not be used in your application. Tusla reserves the right to assess if content in applications is likely created by AI in part or in whole. Use of AI may result in disqualification and exclusion from the recruitment process. Short listing may be carried out on the basis of information supplied in your application. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the shortlisting stage of this process (where applied) will be called forward to interview. Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process. Candidate Information Pack - Recruitment Process
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Code of Practice	The Recruitment Service Child and Family Agency will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Codes of practice are published by the CPSA and are available on www.cpsa.ie. Tusla Child and Family Agency is an Equal Opportunities Employer. Tusla Child and Family Agency recognizes its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014
The Integrated Reform Programme is a significant initiative being undertaken by Tusla to improve the way in which we deliver our services to children and families. Tusla has designed a consistent regional structure to ensure this equitable provision of services and as part of this design Tusla is moving from 17 areas to 30 networks. The initial assignment will be to South-East Region. It is important to note that this is an initial assignment and maybe subject to change in line with the Integrated reform process. The Integrated Reform Programme may also impact on duties of this role as structures change, and you will be notified of same as the programme progresses as appropriate to this role. This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. Tusla values individual's rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018. All roles within Tusla carry responsibility towards the protection of personal and sensitive data.	

Tenure	The current vacancies available are permanent/temporary and whole time/part-time. The post is pensionable. A panel may be created for the purpose of filling this position. Once the position is
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	appointed the panel will cease. Appointment as an employee of the Child & Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.
	Appointment as an employee of the Child & Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.
Remuneration	The Salary scale for the whole time equivalent of this post is: 01/06/2026: €62,675, €65,431, €68,224, €71,008, €73,784, €76,550, €79,313, €80,716 LSI LSIs (Long Service Increments) are represented by emboldened figures. 1st LSI is paid after 3 years on the max, the 2nd LSI after 3 years on LSI1, and the 3rd LSI after 3 years on the 2nd LSI (where applicable). The appointee shall commence on the first point of the salary scale. Incremental credit may be given on appointment for certain types of relevant experience- more information available in Appendix 5. Candidate Information Pack - Recruitment Process Candidates should note that entry will be at the minimum point of the scale and will not be subject to negotiation, and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if the appointee is currently a serving civil or public servant.
Working Week	The standard working week applying to the whole time equivalent of this post is: 35 hours.
Annual Leave	The annual leave associated with the whole time equivalent of this post is 30 days per annum.
Superannuation	This is a pensionable position with Tusla. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.

Probation	A probation period of 39 weeks, or proportion of same for fixed term /specified purpose contracts, where applicable shall apply from the commencement of employment, during which the contract may be terminated by either party in accordance with this contract. The probationary period may be extended at the discretion of management by a further 9 weeks or proportion of same for fixed term/specified purpose contracts, where applicable. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period, for permanent contracts. Where you have already completed a probationary period with the Child and Family Agency, Health Service Executive, Local Authority, and there is no break in service, no period of probation applies
Responsibilities under Children First National Guidance for the	The safety and welfare of children and young people is a key priority for Tusla – Child and Family Agency. All employees of Tusla are required to be vigilant to
Protection and Welfare of Children (2017)	any concerns regarding the protection and welfare of children and to bring them to the attention of the Tusla Designated Person in a timely manner, in keeping with the Tusla – Child and Family Agency Child Protection policies.
National Standards for Children and Family Services	Employees must have a working knowledge of HIQA Standards (https://www.hiqa.ie/areas-we-work/childrens-services) and / or the Adoption Authority of Ireland Standards as they apply to the role. All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)

