

**Candidate Campaign Information Pack
Child and Family Support Network (CFSN) Co-Ordinator Dublin
North East Region.**

Dear Candidate,

Thank you for your interest in the post of – Child and Family Support Network (CFSN) Co-Ordinator Dublin North-East 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:

Cathriona Sheehan - caitriona.sheehan@tusla.ie / 087-052-3725

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: recruitDNE@tusla.ie or **Tusla Recruit Campaign Manager:** Oleg Koflan – oleg.koflan@tusla.ie / 087-380-1337

Kind Regards,
Tusla Recruitment Team

Job Specification

Job Title, Grade and Grade Code	Child and Family Support Network (CFSN) Co-Ordinator Dublin North-East Region Grade Code: 6204
Campaign Reference Approval Code	CFSNDNE072026
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday 23 rd July 2026
Closing Date for Applications	12 noon, Monday 10 th August 2026
Proposed Interview date(s)	August 2026 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	For any informal enquiries regarding the position and job specification please contact: Cathriona Sheehan - caitriona.sheehan@tusla.ie / 087-052-3725 <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 vacancies are in the Dublin North-East Region. However, the initial assignment will be confirmed upon appointment. A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled in the Dublin North-East Region. 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 1 st 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 Further information is available on www.tusla.ie
Purpose of Role	• To assist the Senior CFSN Co-ordinator to establish and oversee the development of collaborative network(s) of community, voluntary and statutory providers so as to improve access for children and families to support services at all levels of need that support and encourage the effective functioning of families. • To support the implementation of Meitheal - The National Practice Model for all agencies working with Children, Young People and their families. • To promote and generate awareness of Tusla and its Prevention, Partnership and Family Support Programme of work in order to encourage dialogue, close cooperation and good communication between Tusla and its partners. • To develop strong partnerships between Tusla and other agencies involved in supporting children, young people and their families and facilitate and promote enhanced inter-agency cooperation to ensure that services for children are co-ordinated and provide an integrated response to the needs of children and their families. • To build the capacity amongst community and voluntary partners to participate in prevention, partnership and family support and specifically in the Meitheal Model. • To ensure Tusla's Prevention, Partnership and Family Support Programme of work is integrated with the work of Children and Young Persons Services Committees. • To support and promote the development, welfare and protection of all children in the communities in their area through effective intra-agency and inter-agency working. • To contribute to positive outcomes for all children and young people in their operational area. • To promote the best interests of children and young people and to facilitate their participation when planning and reviewing the provision of services related to prevention, partnership and family support.
Reporting Relationship	Reports to the Senior Child and Family Support Network (CFSN) Co-ordinator
Duties and	Main Duties and Responsibilities

Responsibilities	<u>Professional</u> • To work closely and liaise with the Senior CFSN Co-ordinator to ensure integrated working towards positive outcomes for all children and young people. • To assist the Senior CFSN Co-ordinator to link with and seek active engagement of the statutory and voluntary services that play a role in children and families' lives in the relevant catchment area to develop their participation into Child & Family Support Networks (CFSNs). • To implement tailored strategies developed by the Senior CFSN Co-ordinator for engaging specific sectors and services in prevention, partnership and family support, for example schools, early years, youth work, primary care, specialist services including disability and mental health, adult services etc. • To work with the Senior CFSN Co-ordinator and the Principal for Prevention, Partnership and Family Support to set up and oversee the implementation of the Meitheal Model in their area. • To train (with assistance of workforce development and others trained in Meitheal), coach and mentor Tusla staff and partners in order to have a wide range of Lead Practitioners participating in the Meitheal practice model. • To assist the Senior CFSN Co-ordinator to centrally coordinate and document the implementation of the Meitheal Model including ensuring all requests for Meitheal are processed and the subsequent process is adhered to and recorded in line with the Meitheal Toolkit. • To support Lead Practitioners to achieve the range of tasks outlined in the Meitheal Toolkit including supporting them with administration, facilitation and coordination. • To supplement core Meitheal training by delivering presentations and seminars to groups who may not attend the two day Meitheal training programme. • To support the Senior CFSN Co-ordinator and the Principal for Prevention, Partnership and Family Support to operate an information and quality assurance system in relation to the Meitheal Practice Model. • To support the Principal for Prevention, Partnership and Family Support to implement the Commissioning Guidance to use the total resources available for children and families in order to improve outcomes in the most efficient, effective, equitable, proportionate and sustainable way. • To support the Principal for Prevention, Partnership and Family Support to undertake a local assessment of child and family needs and strengths in line with the commissioning guidance and in conjunction with the Children and Young Persons Services Committee. • To support the Principal for Prevention, Partnership and Family support to ensure there is a continuum of support matching the continuum of child and family needs in their area. • Under the supervision of Senior CFSN Co-ordinator, to work closely and liaise with the Duty Social Workers to ensure that the Prevention, Partnership and Family support Programme of work is integrated with Social Work Services and the overall Service Delivery Framework. • To participate in front line service delivery including delivering family support services and taking on the role of Lead Practitioner in the Meitheal Model.
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	<u>Team Working</u> • Work as part of a team with a mixed programme of work and moving with ease between concurrent projects. <u>Education & Training</u> • Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate. • Engage in career and professional development planning. • Act as a resource by participating in the education and training of colleagues and other health professionals as required for the Meitheal National Practice Model. • Build and communicate an understanding of the role of the Prevention, Partnership and Family Support Programme of work and its integration with Social Work and the Tusla Service Delivery Framework and with other statutory and voluntary services . <u>Health & Safety</u> • 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. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. 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: • Be currently employed by Tusla – Child and Family Agency, the HSE or within other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38/39 of the Health Act 2004 or within a body that provides services on behalf of Tusla under Section 56 or Section 59 of the Child and Family Act 2013 and have the following: •A relevant degree in community work, family support, social care, social work, education or other relevant discipline.

	• 2 years' experience of working in the area of direct child and family support service provision including a proven track record of working with families who present with complex needs. • A track record of achieving results through community networking and cross sectoral working as relevant to the role. • Experience in the delivery of training and the facilitation of groups. 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.
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.
Other requirements of the role	• The post holder will require access to appropriate transport as the post may involve travel. • Have awareness of children and young people's participatory practice
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.
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 recognises 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 Dublin North-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 vacancy available is permanent/temporary and whole time/part-time. The posts are pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled. The tenure of these posts will be indicated at “expression of interest” stage for each individual post. The purpose of this campaign is to fill immediate urgent vacancies and it is expected that panel placements will cease if expressions are not received within the appropriate processes. 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: 01/02/2026: €57,898, €59,278, €60,963, €64,126, €66,017, €68,372, €70,734 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 Protection and Welfare of Children (2017)	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 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)
Ethics in Public Office 1995 and 2001 Positions remunerated at or above the minimum point of the Grade VIII salary scale NOTE THIS SECTION REFERS TO POSTS	Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below. A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive not later than 31st January in the following year.

AT €82,258 PLUS	B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of Tusla and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive. C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website http://www.sipo.gov.ie/
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