



This post is co-funded by the Government of Ireland and the European Union, under the European Social Fund Plus (ESF+) programme.

Candidate Campaign Information Pack

Parenting Support Advisor

Permanent Full Time

Dear Candidate,

Thank you for your interest in the post of – Parenting Support Advisor. 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 positions available and job specification please contact:

Dublin Mid Leinster – Sharon Foley- sharon.foley@tusla.ie 086413321

Dublin North-East- Shane Power Shane.power2@tusla.ie 0871922811

South-East- Cariosa Lynch- cariosa.lynch@tusla.ie 0876595410

South-West- Shane O'Meara- Shane.omeara@tusla.ie 0871868808

Mid-West- Karen McCarthy- Karen.mccarthy2@tusla.ie 0867871066

West North-East- Majella Tiernan- majella.tiernan@tusla.ie 0873971394

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: recruitDML@tusla.ie or Tusla Recruit Campaign Manager: Aimee Power – aimee.power@tusla.ie / Tel: 087-603-4820

Kind Regards,

Tusla Recruitment Team

Job Specification

Job Title, Grade and Grade Code	Parenting Support Advisor Grade code – 6204 Post co funded by the Government of Ireland and the European Union
Campaign Reference Approval Code	PSA2026
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday 4 th June 2026
Closing Date for Applications	12 noon, 22 nd June 2026
Proposed Interview date(s)	<i>July 2026- may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	<ul style="list-style-type: none"> • Dublin Mid Leinster – Sharon Foley- sharon.foley@tusla.ie 086413321 • Dublin North-East- Shane Power Shane.power2@tusla.ie 0871922811 • South-East- Cariosa Lynch- cariosa.lynch@tusla.ie 0876595410 • South-West- Shane O’Meara- Shane.omeara@tusla.ie 0871868808 • Mid-West- Karen McCarthy- Karen.mccarthy2@tusla.ie 0867871066 • West North-East- Majella Tiernan- majella.tiernan@tusla.ie 0873971394 <p><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></p>
Location of Post	<p>Regional panels will be formed to fill existing and future vacancies for the role of Parenting Support Advisor in each Tusla region. The location of initial assignment within Region will be confirmed upon appointment. As this campaign is to fill vacancies within individual Regions, you will be required in your application to indicate the Tusla Region of your preference:</p> <ul style="list-style-type: none"> • Dublin Mid Leinster • Dublin North-East • South-East • South-West • Mid-West • West North-East



	<p>You should make your choice based on the Region you would most like to work in.</p> <p>You may only select 1 Network for this process.</p> <p>For Tusla Regions & Networks please check the following link: https://www.tusla.ie/get-in-touch/local-area-offices/</p>
<p>Details of Service</p>	<p>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.</p> <p>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.</p> <p>The Child and Family Agency has responsibility for the following range of services:</p> <ul style="list-style-type: none"> • 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 <p>Further information is available on www.tusla.ie</p>
<p>Purpose of Role:</p>	<p>The role of a Parenting Support Advisor is to act as a point of contact in a defined catchment area, to provide guidance for parents in respect of parenting supports and information available in their local community. The role will be embedded in the Community Based Parenting Hubs (CBPH) which are in development. The CBPH will provide easily accessible information on parenting services, events, and parenting programmes available in a defined catchment area. The work will be informed by the to the Community Based Parenting Hub National Initiative Implementation Guide, logic model and additional supporting documentation.</p> <p>CBPH are a central point of information and support on ‘all things parenting’ in a community, working with partners to ensure parents and practitioners are aware of and know how to access the parenting support services in their area, which will in turn, increase participation in these valuable support services.</p> <p>The CBPH and Parenting Support Advisors will support the objectives of the Tusla Parenting Support Strategy 2022-2027 and the Department of Children Disability and Equality ‘Supporting Parents: A National Model of Parenting Support Services 2022-2027’.</p> <p>This post is co-funded by the Government of Ireland and the European Union.</p>

<p>Reporting Relationship</p>	<p>The post holder will report to a local designated manager at the Integrated Front Door.</p>
<p>Duties and Responsibilities</p>	<p>Main Duties and Responsibilities</p> <ul style="list-style-type: none"> • To lead on the development and implementation of Community-based Parenting Hubs (CBPH) in line with the Parenting Hubs National Initiative Implementation Guide. • To lead the CBPH and act as a central point of contact for all parenting support queries within a defined catchment area. • To work with both parents and professionals in the community responding to enquiries and providing clear information and signposting in relation to accessing parenting support services and programmes, across the continuum of need. • Consult on, develop, and implement a local communications plan including public awareness campaigns, with a specific focus on reaching vulnerable and hard to engage parents. • Raise awareness of parenting support services across the continuum of need (universal and targeted) available both locally and nationally for parents. • Maintain and promote a calendar of parenting support events and establish key infrastructure such as a dedicated website and phone line. • Review and update information and data on social media and the Parenting Hub website. • Promote Tusla’s ‘Parenting 24/7’, HSE’s mychild.ie, DCDE Supporting Parents site, and other relevant sources of information for parents through public awareness raising opportunities. • To promote parental participation as per the Lundy Model. • To establish a Parenting Fora to support the ongoing development of the parenting hub. • To facilitate and promote effective inter-agency cooperation to ensure that services for children, parents and families are well coordinated, working closely with Tusla Colleagues, Child and Family Support Networks, and Children and Young People’s Services Committee. • Coordinate the delivery of evidence-based parenting programmes within the defined catchment area, and support both parents and professionals with inter-agency referrals related to these programmes. • To work collaboratively with other stakeholders to identify and map the needs of parents across a defined catchment area and to identify gaps in service provision. • To attend inter-agency meetings, including CYPSC, and provide up to date relevant information in relation to parenting supports as appropriate. • To work closely with the Parenting Support Champion Initiative to strengthen co-ordination and share best practice • To gather agreed data on availability and provision of parenting support services in the defined catchment area, in line with the Community Based Parenting Hubs National Initiative Implementation Guide and aligned with parenting data gathered by Parenting Support Advisors nationally. • To comply with all ESF+ requirements, including the gathering of data and provision of reports and prepare timely reports to local, regional and national management.



- To keep regular records in relation to all aspects of work, gather information, statistics and prepare reports as required.
- To work closely with your line manager to ensure integrated working and support positive outcomes for all children and young people.
- To implement tailored strategies developed with your line manager for engaging specific sectors and services in prevention, early intervention and family support, for example in schools, early years, youth work, public health nursing, GP's, primary care, specialist services including disability and mental health, adult services etc.

Induction and Training

- To complete all mandatory training.
- To maintain continuous personal development and participate in team-based development, education, training and learning as appropriate.
- To participate in performance evaluation / review, identifying areas for improvement and appropriate plans / measures to achieve them.
- Where appropriate, arrange for the induction and training for assigned staff, as required to maximise skill resources, (to include workplace experience placements where applicable).
- Where appropriate, provide supervision and assist in the development of knowledge, skills of relevant staff under your supervision.
- To ensure policies and procedures exist for all areas.

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.
- 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.



<p>Eligibility Criteria Qualifications and / or Experience</p>	<p>Applicants must by the closing date of application have the following:</p> <p>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</p> <p>AND</p> <p>A third level qualification in Social Care, Social Work, Psychology, Education, Youth Work, Family Support or a related discipline</p> <p>AND</p> <p>At least 2 years’ experience working with children, parents and families as relevant to this role.</p> <ul style="list-style-type: none"> • A proven track record of achieving results through community networking and cross sectoral working as relevant to the role. • Familiarity with all Tusla’s services and structures, including Meitheal, CFSN, Parenting Support, Child & Youth Participation • Excellent communication, facilitation, and interpersonal skills. • Possess sufficient administrative capacity to discharge the function of the Grade and the requisite knowledge and abilities for the proper discharge of the duties of the office. <p>Desirable</p> <ul style="list-style-type: none"> • To have a comprehensive understanding of parenting supports across the continuum of need and within an inter-agency context. • To understand referral pathways with statutory, community and voluntary organisations. <p>Health</p> <p>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.</p> <p>Character</p> <p>Each candidate for and any person holding the office must be of good character.</p>

<p>Skills, competencies and/or knowledge</p>	<p>Tusla Leadership Competency Framework</p> <p>The Tusla Leadership Competency Framework.pdf describes the behaviours that are key to Tusla colleagues being effective in the execution of their role at all levels within the Agency. The competencies and associated behavioural 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.</p> <p>The Tusla Leader Framework relevant for this role is leading others- Tusla Leadership Competency Framework - Leading Others.pdf. Please access this Leading Others link to fully familiarise yourself with the impact of this Leading Others proficiency for Tusla.</p> <p>The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.</p>
<p>Other requirements of the role</p>	<p>The post holder will require access to appropriate transport as the post will involve travel.</p>
<p>Application Process</p> <p>Campaign Specific Selection Process</p> <p>Shortlisting / Interview</p>	<p>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.</p> <p>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.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.</p>
<p>Code of Practice</p>	<p>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</p>



	<p>requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice.</p> <p>Codes of practice are published by the CPSA and are available on www.cpsa.ie.</p> <p>Tusla Child and Family Agency is an Equal Opportunities Employer.</p> <p>Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014</p>
<p>Reporting relationships may change under the Tusla Reform Programme.</p> <p>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.</p> <p>Tusla values individual's rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018.</p> <p>All roles within Tusla carry responsibility towards the protection of personal and sensitive data.</p>	

<p>Tenure</p>	<p>The current vacancies available are permanent. The posts are pensionable.</p> <p>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.</p> <p>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.</p>
<p>Remuneration</p>	<p>The Salary scale for the whole time equivalent of this post is: as of 01/02/26 €57,898, € 59,278, €60,963, €64,126, €66,017, €68,372, €70,734</p> <p>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).</p> <p>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 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.</p>

	<p>Different terms and conditions may apply if the appointee is a currently serving civil or public servant.</p> <p>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.</p>
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	<p>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.</p> <p>All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</p>