



Candidate Campaign Information Pack

Social Care Leader – Airne Villa Rolling 2026

Dear Candidate,

Thank you for your interest in the post of **Social Care Leader – Airne Villa Rolling 2026**.

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:

Grainne Keary - Email: grainne.keary@tusla.ie - Ph: 087 757 6810 Or Marie O'Connor - Email: marie.oconnor5@tusla.ie - Ph: 087 2060895

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

Kind Regards,

Tusla Recruitment Team

Job Specification

Job Title, Grade and Grade Code	Social Care Leader Airne Villa Rolling 2026 Grade Code: 3030
Campaign Reference Approval Code	SCLAirneVillaRolling26
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	8 th of January 2026
Closing Date for Applications	You will note that there is no closing date stated for this campaign. This is to allow us to capture as many applicants as possible to fill these posts on an on-going basis. We may introduce intermediate 'cut off' dates in order to alert potential applicants that we will be drawing from the applicant pool to fill vacancies. Once we have a sufficient number of applicants we may introduce a final closing date. Interview dates will be communicated to eligible applicants if and when they are scheduled.
Proposed Interview date(s)	Interviews will be arranged and prioritised for Areas with immediate opportunities. - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Grainne Keary - Email: grainne.keary@tusla.ie - Ph: 087 757 6810 Or Marie O'Connor - Email: marie.oconnor5@tusla.ie - Ph: 087 2060895 <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 initial vacancy is in Airne Villa, Assessment & Resource Centre Killarney Co Kerry. A panel may be created from which specified purpose vacancies of full or part time duration will be filled in Airne Villa, Assessment & Resource Centre Killarney Co Kerry. For Tusla Region / Areas please look at list of Local Area Services
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.

	<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>
Purpose of Role:	Under the guidance of the Line Manager, to ensure that the therapeutic philosophy, policies and procedures of the Community Service are implemented.
Reporting Relationship	The post holder will report to the designated Manager.
Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <p>Working with Children/Young People/Families/Carers</p> <ul style="list-style-type: none"> • To support the implementation of Tusla’s Prevention, Partnership and Family Support; Child Protection and Welfare; and Alternative Care Strategies. • Promote a culture where young people are treated with dignity and respect, promoting a culture of unconditional positive regard at all times. • Promote physical, emotional, social, cultural, ethnic, spiritual and religious welfare of each service user. • Advocate on behalf of the service user. • Compliance with relevant Tusla policies. • Attend court as required. • To identify the needs and strengths of Children/Young People/Families/Carers and to work in partnership with them, their families and other practitioners to meets their needs, realise their rights and achieve desired outcomes. • To promote and support the implementation of the Meitheal National Early Intervention Practice Model including undertaking the role of Lead Practitioner. • Participate in the completion of preliminary screening and assessments, safety planning as required under Children’s First in line with Standard Business Processes, this should be done in consultation with the relevant line manager. • Support the completion and implementation of Child plans such as, Children in Care Plans; Child Protection and Welfare Plans; Social Work led Safety Plan; Meitheal Support Plans; Single Agency Family Support Plans. • Support the implementation of creative community alternatives to care. • To work at an individual, group and community level with children in conjunction with local statutory and voluntary partner agencies.

- To support children and young people in alternative care and promote reunification or permanency planning as appropriate.
- Liaise with accommodation, welfare, education and training resources to source appropriate service for service users.
- To promote the participation of children and young people in decision making on issues that affect their lives at both individual and collective levels.
- To work directly with children to prevent or mitigate adverse childhood experiences and to capitalise on strengths and build resilience.
- The Social Care Leader may also have additional supervisory duties of Social Care Workers or Family Support Practitioners and others that may be required
- To undertake, supervise and support access visits to children in care with their parents and extended family and access visits arranged on court orders

Administration & Accountability

- To undertake, supervise and support access visits to children in care with their parents and extended family and access visits arranged on court orders. To keep such records and submit such reports as are required from time to time.
- Participate in and provide information on current levels of need and provision to inform the Area Commissioning planning process.
- To be familiar with emergency procedures and to know who to contact in an emergency.
- Ensure Child protection procedures are followed in accordance with the responsibilities of a designated officer.
- To keep abreast of current legislation and current professional child care knowledge.
- To implement the Child and Family Agency's procedures and policies.
- To undertake ongoing professional training and development.
- To attend regular supervision with the designated Manager.
- To perform any other duties that may be assigned from time to time.

Teamwork & Leadership

- Participate in working within a team centred consistent approach.
- Working with other professionals and external stakeholders.
- Work as part of a team and assist and support colleagues in implementing practice models.
- Supervise Social Care students as appropriate/required.

Training & Professional Development

- Delivery of training both internal and external.
- To perform such other duties as appropriate to the office as may be assigned from time to time by the designated manager.

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.

Áirne Villa Assessment & Resource Centre

Áirne Villa Assessment & Resource Centre provides comprehensive family assessments, operating with a multi-disciplinary team which incorporates both residential and community based assessment work in addition to residential respite and resource services.

As a service, we work to promote the highest standard of care with the safeguarding and protection of children being of paramount importance. A dedicated staff team who are interested and committed to providing an inclusive, holistic service to promote better outcomes and brighter future for our children and families.

The role of the Residential Social Care Worker and Social Care Leader in Áirne Villa involves working with parents and children who are involved in the assessment process, both in residential and community settings. Forming part of an experienced and enthusiastic residential care team and multi-disciplinary team comprising of Psychology, Teaching and Social Work.

The role of Residential Social Care Worker also involves working with children who are availing of residential respite services and sibling/family groupings who are availing of residential family access.

As a service we promote a learning culture and community, always striving to improve the quality of services being provided in addition to a workplace where professional growth and development is supported and encouraged.

The Social Care Worker and Social Care Leader working at Áirne Villa is full and varied role, working with a high turnover of families and children supporting them to reach their potential; to identify strengths and any areas that they might benefit from support with; to develop healthy relationships and to spend quality time together at the centre.

<p>Eligibility Criteria Qualifications and / or Experience</p>	<p>Applicants must by the closing date of application have the following:</p> <ul style="list-style-type: none"> • Be registered in the Social Care Worker Register maintained by the Social Care Workers Registration Board maintained at CORU (or have entitlement to be registered and obtain registration prior to appointment). <p>AND</p> <ul style="list-style-type: none"> • Maintain live annual registration on the Social Care Workers Register maintained by the Social Care Workers Registration Board at CORU. <p>AND</p> <ul style="list-style-type: none"> • Must have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office. <p>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.</p> <p>Character Each candidate for and any person holding the office must be of good character.</p>
<p>Skills, competencies and/or knowledge</p>	<p><u>Tusla Leadership Competency Framework</u></p> <p>The <u>Tusla Leadership Competency Framework</u> 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 <u>Leading Others</u></p> <p>Please access this <u>Leading Others</u> 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 may involve travel.</p>
<p>Application Process</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</p>

<p>Campaign Specific Selection Process</p> <p>Shortlisting / Interview</p>	<p>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>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.</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 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>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.</p> <p>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-West 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.</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>	

All roles within Tusla carry responsibility towards the protection of personal and sensitive data.

<p>Tenure</p>	<p>The current vacancies available are temporary and whole time/part-time.</p> <p>The posts are pensionable.</p> <p>A panel may be created from which 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.</p> <p>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:</p> <p>01/02/2026: €56,915, €58,145, €59,374, €62,652, €63,924, €65,185, €66,465</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 LS11, 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.</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> <p>Different terms and conditions may apply if the appointee is a currently serving civil or public servant.</p>

Working Week	The standard working week applying to the whole time equivalent of this post is: 39 hours.
Annual Leave	The annual leave associated with the whole time equivalent of this post is: 23 days: 0 - 5 years' service 24 days: 5 - 10 years' service 26 days: 10 years + service 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)

