



Candidate Campaign Information Pack

Family Support Practitioner – European Social Fund Plus – Donegal

Dear Candidate,

Thank you for your interest in the post of **Family Support Practitioner – European Social Fund Plus – Donegal**.

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: Principal Social Worker; Janique Burden, janique.burden@tusla.ie / 074 974 3026.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: RecruitWestNorthWest@tusla.ie or Tusla Recruit Campaign Manager: Katie Power, Katie.power1@tusla.ie / 087 092 1714.

Kind Regards,
Tusla Recruitment Team



Job Specification

Job Title, Grade and Grade Code	Family Support Practitioner – European Social Fund Plus – Donegal – ESF+ Co funded by the Government of Ireland and the European Union Grade Code: 6201
Campaign Reference Approval Code	TRWNW20261469
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday, 1 st October 2026
Closing Date for Applications	12 noon, Monday 19 th October 2026
Proposed Interview date(s)	October/November 2026 <i>- may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Principal Social Worker; Janique Burden, janique.burden@tusla.ie / 074 974 3026 <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 is in Scally Place, Justice Walsh Road, Letterkenny, Co Donegal. 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. 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 in excess of €1.2billion and delivers its services through circa 5,000 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 Prevention, Partnership and Family Support (PPFS) is a dedicated pillar of service provided by the Child & Family Agency. PPFS is currently developing Child and Family Support Networks as part of its structures to support the implementation of more effective family support service provision and to support the implementation of Meitheal, the Early Intervention National Practice Model for all agencies working with children, young people and their families. It is planned to further implement the Meitheal National Practice Model for early identification of need and practical help-provision to children and families and to consolidate and build stronger working partnerships between TUSLA and other allied professions and agencies to support children, young people and families. The Family Support Practitioner will work as part of the designated team/service in delivering a quality and effective service. This service will be provided through offering a home-based, outreach support to parents and children in the assigned area. The role is specifically family focussed, with the welfare of the child being paramount.
Purpose of Role	Family Support Practitioner for families living in IPAS accommodation centres to support the pathway for integrated community-based child and family support services. This ESF+ co-financed post is funded for 5 years. This ESF+ Action is co-funded by the Government of Ireland and the European Union. The European Social Fund Plus (ESF+) is the EU's main instrument for investing in people, focusing on improving employment and education opportunities as well as enhancing social inclusion and tackling poverty. The ESF+ is implemented by Member States in partnership with the European Commission and the ESF+ Managing Authority in the Department of Further and Higher Education, Research, Innovation and Science has responsibility for implementation of the ESF+ in Ireland. Objectives To provide support that improves the quality of life for families in state provided accommodation such as (but not limited to) IPAS accommodation centres, Emergency accommodation centres, National Reception Centre, National Hub, Emergency Reception and Orientation Centres, while promoting the personal, social and educational development of children, young people and their parents always keeping the child at the forefront of the work. To work in partnership with Tusla services, community based statutory agencies and community and voluntary service providers, IPAS accommodation providers, local Child and Family Support Networks and Children and Young People Services Committees.



	To support the Meitheal early intervention practice model to coordinate a child centred approach to individual family needs led support and parenting support.
Reporting Relationship	Reporting relationship of the appointees will be to the Family Support Co-ordinator/Manager, Team Leader or Principal Social Worker, in accordance with local practice, and subject to change as local family support management structures are developed.
Duties and Responsibilities	Main Duties and Responsibilities The Family Support Practitioner will perform their duties in line with Tusla's professional standards. The Family Support Practitioner will: • Assist in enabling parents/guardians/carers/families to sustain the safe care of their children in the home setting. • Work with a caseload/workload assigned by their line manager. This may involve working closely with a number of families with varying support needs. • The level of work required will take into account the varying complexity of families & travel requirements. • Change and adapt to new programmes and models of service in line with evidence based research & required training. • Deliver agreed intervention programmes as required. • Work in a flexible manner with the family in meeting their changing needs through the use of consultation, plans, reviews and feedback. • Work in partnership with families to increase their skills in such areas as childcare, budgeting, home management, nutrition and health care, through individual or group work. • Aim to enhance positive parenting skills. • Liaise with the person on health/emotional/parenting issues and child abuse and report concerns as appropriate. • Assist in linking families with local/appropriate services and agencies. Encourage their attendance at these services. • Work within current legislation, relevant policies and procedures, guidelines and protocols within the designated team/service and the child and family agency-Tusla. • Adhere to the supervision policy. • Contribute to an area-based analysis of unmet need. • Share knowledge with other team members to maintain standards. • Actively participate as a member of the designated team/service. • Attend meetings as appropriate to their allocated work e.g. Meitheal meetings, Family Support planning meetings, Child Protection conferences, strategy meetings, children in care reviews. • Seek the advice of relevant personnel when appropriate/as required. • Promote a culture that values diversity and respect in the workplace. • Participate as Lead practitioners and support workers in the Meitheal process. • Be active members of the local Child & Family Support Networks & the Team Around the Child. • Engage with line manager and ESF+ Project Officer in respect of ESF+ reporting requirements and provide relevant information as required. Administrative



	The Family Support Practitioner will: • Maintain accurate up to date records and files in accordance with national guidelines, procedures and Children First (2017) • Maintain service user confidentiality. • Contribute to ongoing evaluation of the service. • Collaborate with line manager in developing the role of the Family Support Practitioner and the team. Education & Training The Family Support Practitioner will: • Engage in personal development planning in collaboration with the line manager. • Engage in in-service training and other relevant training opportunities (including attendance at mandatory programmes). • Review and change work practices in line with training and service developments such as the National Service Delivery Framework. • Engage in I.T. training relevant to their work. 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.
Eligibility Criteria Qualifications and / or Experience	Applicants must by the closing date of application have the following: • Quality and Qualifications Ireland (QQI) Level 6 (or higher) major academic award in the areas of health promotion, social care, childcare, education, family support, education etc. Or • An equivalent nationally recognised qualification in the areas of health promotion, social care, childcare, education, family support, education etc.



	And the requisite knowledge and ability (including a high standard of suitability and ability) for the proper discharge of the duties of 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.
Skills, competencies and/or knowledge	<u>Tusla Leadership Competency Framework</u> 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. The Tusla Leader Framework relevant for this role is <u>Leading Self</u> Please access this <u>Leading Self</u> 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. 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 West 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 and whole-time. The post is pensionable. A panel may be created for the purpose of filling this position. Once the position is 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.
Remuneration	The salary scale for the whole time equivalent of this post is: 01/06/2026 : €41,260, €42,832, €44,769, €46,186, €47,618, €49,058, €50,520, €52,015, €53,528, €55,098, €56,717 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 a currently serving civil or public servant.
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 0-5 years - 23 days 5-10 years - 24 days 10+ years - 25 days
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)



Rialtas na hÉireann
Government of Ireland



Cómhaoinithe ag an
Aontas Eorpach
Co-funded by the
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An Roinn Leanaí, Comhionannais,
Michumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth

TÚSLA
An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency