



## **Candidate Campaign Information Pack**

### **Grade VIII – Barnahus Centre Manager**

Dear Candidate,

Thank you for your interest in the post of **Grade VIII – Barnahus Centre Manager**.

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: Julie O'Donnell, [julie.odonnell@tusla.ie](mailto:julie.odonnell@tusla.ie) / 086 384 4060.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: [recruitcorponat@tusla.ie](mailto:recruitcorponat@tusla.ie) or Tusla Recruit Campaign Manager: Denise Nugent, [denise.nugent@tusla.ie](mailto:denise.nugent@tusla.ie) / 087 712 3651.

Kind Regards,  
Tusla Recruitment Team

### Job Specification

<b>Job Title, Grade and Grade Code</b>	Grade VIII – Barnahus Centre Manager Grade Code: 0655
<b>Campaign Reference Approval Code</b>	TRCORP2026MAY
<b>Applications considered Via</b>	Tusla Recruit Portal only
<b>Opening date for Applications</b>	Thursday, 28 <sup>th</sup> May 2026
<b>Closing Date for Applications</b>	12 noon Monday, 22 <sup>nd</sup> June 2026
<b>Proposed Interview date(s)</b>	June/July 2026 - may be subject to change based on volume of candidates and availability of Service resources.
<b>Contact for Informal Enquiries</b>	Julie O'Donnell, <a href="mailto:julie.odonnell@tusla.ie">julie.odonnell@tusla.ie</a> / 086 384 4060  <i>Making an <b>informal enquiry</b> 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>
<b>Location of Post</b>	The current vacancy is in Barnahus, Galway City.  A panel may be created from which permanent and specified purpose vacancies of full or part time duration will be filled in Galway.  For Tusla Regions & Networks please check the following link: <a href="https://www.tusla.ie/get-in-touch/local-area-offices/">https://www.tusla.ie/get-in-touch/local-area-offices/</a>
<b>Details of Service</b>	The Child and Family Agency was established on 1 <sup>st</sup> 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: <ul style="list-style-type: none"> <li>• Child Protection and Welfare</li> <li>• Parenting, Family Support and Early Help Services</li> <li>• Alternative Care</li> <li>• Birth Information &amp; Tracing and Adoption</li> </ul>

	<ul style="list-style-type: none"> <li>• Tusla Education Support Services (TESS)</li> <li>• Children’s Service Regulation</li> <li>• Counselling and Therapeutic Supports</li> </ul> <p>Further information is available on <a href="http://www.tusla.ie">www.tusla.ie</a></p> <p>The Barnahus model is a multi-disciplinary and interagency intervention responding to Child Sexual Abuse (CSA) that is delivered in a child-friendly setting. The model offers forensic interviews for children from approximately 3 to 18 years of age that are carried out according to an evidence based protocol; medical evaluation for forensic investigative purposes as well as to ensure the child’s physical well-being and recovery; psychological support, short and long term therapeutic services for trauma to the child and non-offending family members and caretakers; and assessment of protection needs of the child victim and siblings in the family (Promise Project 2015).</p>
<b>Purpose of Role</b>	<ul style="list-style-type: none"> <li>• Be responsible for the effective day to day operation of the Barnahus service</li> <li>• Provide advice, support and information to ensure the child, young person and family experience a seamless transition through the Barnahus</li> <li>• Develop and maintain professional relationships and work in partnership with Barnahus partner agencies and external agencies</li> <li>• Support team building among partner agencies in Barnahus</li> <li>• Be responsible for the provision of the Barnahus Clinical and Therapy service</li> <li>• Provide excellent vision, direction and leadership for the Barnahus service.</li> </ul>
<b>Reporting Relationship</b>	<p>The Barnahus Centre Manager will report to the Barnahus General Manager within the Office of the Chief Social Worker.</p>
<b>Duties and Responsibilities</b>	<p><b>Main Duties and Responsibilities</b></p> <p><b>Professional /Clinical:</b></p> <ul style="list-style-type: none"> <li>• Develop and manage the operational tasks of the Barnahus in collaboration with Partner Agencies</li> <li>• Collaborate with other agencies, service providers and representatives of service users to ensure the delivery of an integrated and comprehensive Barnahus service</li> <li>• Establish national policy, procedures and protocols with regard to offender management in Tusla and as required for the operation for SORAM</li> <li>• Ensure the effective operation of the Barnahus service in integration with relevant services provided by An Garda Siochana and the HSE</li> <li>• Ensure the effective operation of the Barnahus service in integration with Tusla child protection services and Therapy services</li> <li>• In consultation with Barnahus partner agencies, develop and implement formal review processes of Barnahus services</li> <li>• Be responsible for the collation and analysis of Barnahus data</li> <li>• Provide clinical and professional leadership and support to Barnahus Tusla staff</li> <li>• Provide clinical specialist consultation and support to local partner agencies</li> <li>• Attend for regular supervision within the framework of the supervision policy of The Child and Family Agency</li> <li>• Provide testimony if called upon as a witness on behalf of the Barnahus</li> <li>• Ensure that Barnahus policy and procedures in development adhere to ‘Children First: National Guidance for the Protection and Welfare of Children’</li> </ul>

- Develop and maintain models of best practice in co-working with related agencies
- As required, undertake direct work with children and families at the Barnahus;
- Represent Barnahus in public and professional forums relating to child sexual abuse assessment and therapy.
- Chair regional and national forums as appropriate in the development of sexual based services
- Work closely with the Regional Therapy Manager to ensure integration and co-ordination and management of Therapy services
- Ensure that the assessment of the young person's clinical needs is multi-disciplinary and completed in consultation with the young person, their family of origin, their social work team and the wider system to include care teams/foster carers and other appropriate stakeholders
- Ensure that each young person accepted as an appropriate referral has a robust assessment of their clinical needs and an individual therapeutic plan that is developed, delivered and reviewed in collaboration and partnership with the relevant stakeholders
- Coordinate and chair weekly Barnahus team meetings or designate as appropriate
- Ensure that the delivery of service is in accordance with the relevant legislation, policies, procedures, protocols and guidelines. Lead on the identification of any further policies, protocols, procedures and guidelines which may be required
- Develop and build strong alliances with other heads of services, professionals, specialist services, community and voluntary organisations in the regional area to ensure that children and young people can avail of integrated quality care
- Work with the Barnahus team to have an innovative and creative approach to service delivery
- Lead the implementation of clinical audit and quality initiatives and evaluate the outcomes of service provision
- Ensure anti-discriminatory practice and cultural competence at individual and service levels
- Provide as required information, professional advice and guidance to Senior Tusla Management for the preparation, monitoring and evaluation of services

#### **Management**

- Have full responsibility and accountability for managing the Barnahus service
- Be responsible for the day-to-day operations of the Barnahus service including Health, Safety and Welfare needs of staff working in the Centre as well as service users
- Liaise with the partner Barnahus managers regarding the effective operation of clinical governance structures in place
- Report and advise on staffing needs to the Barnahus General Manager within the Office of the Chief Social Worker.
- Liaise with staff, Staff representative organisations and Employee relations departments on service/staff issues in line with current Tusla policy.
- Oversee the implementation of an appropriate performance management system for the delivery of a high-quality service
- Manage the delegated budget for the day-to-day operation of the Barnahus in line with the relevant financial regulations. Liaise with the partner Barnahus managers regarding the allocation of budget towards training and equipment as required.

- Contribute to policy development, performance monitoring, and service planning and budgetary control in liaison with partner Barnahus managers
- Keep updated on current and impending legislation and its perceived impact on practice
- Keep abreast of and ensure service delivery corresponds to developments in national policies and strategies and best national and international practice
- Keep up to date with national and organisational developments in Tusla
- Provide service delivery reports as required e.g. service plan, annual reports;
- Undertake responsibility for Therapy service evaluation to facilitate improved services and integrated care
- Implement strategies in liaison with partner Barnahus managers to ensure that there is maximum service user involvement in the planning and delivery of the service;
- Ensure compliance with a high standard of documentation including service user files in accordance with local policy and relevant legislation, Freedom of Information Act and the Data Protection legislation as they apply to the service user and service administration
- Engage in IT developments as required
- Manage PQ's, complaints, incidents, health and safety matters in liaison with partner Barnahus managers
- Ensure there are robust child safeguarding processes in place
- Promote a culture of shared respect, commitment and participation amongst staff in the management of change
- Promote a culture that values diversity and respect in the work place.
- Provide strategic oversight of the commissioning of third-party agencies to ensure the effective delivery of services as required.

#### **Education and Training**

- Be responsible for strategy and policy on practice development, education and professional duties for the staff
- In liaison with partner Barnahus managers manage mandatory and other relevant team training to ensure professional development requirements are met
- Ensure that each staff member has an individual Personal Development Plan which will inform the overall team training needs analysis in line with the Tusla National Strategy for Continuing Professional Development
- Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and ensure compliance with statutory registration requirements for all reporting staff
- Be informed of advances in professional knowledge and practice and ensure their dissemination amongst Barnahus staff

#### **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

	<p>protocols for implementing and maintaining these standards as appropriate to the role.</p> <ul style="list-style-type: none"> <li>• Lead the service in maintaining a safe environment for service users, staff and visitors by ensuring quality risk assessment and reporting is in place;</li> <li>• Ensure completion of the NIMS(National Incident Report Form) when appropriate;</li> <li>• To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><b>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.</b></p>
<p><b>Eligibility Criteria Qualifications and / or Experience</b></p>	<p><b>Applicants must by the closing date of application have the following:</b></p> <ul style="list-style-type: none"> <li>• Current Professional Qualification in Social Work, Psychology, Speech and Language Therapy, Social Care, Addiction or Occupational Therapy. Relevant disciplines must be registered with CORU where there is a professional requirement to register.</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• Current qualified nurse and be registered in the Relevant Division of the Register of Nurses kept by An Bord Altranais (Nursing and Midwifery Board of Ireland) or have entitlement to be registered and obtain registration prior to appointment.</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• 5 years relevant post qualification experience</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• Experience of managing a professional or clinical team</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• Must have the requisite and knowledge and ability (including a high standard of suitability, professional and managerial experience) for the proper discharge of the duties of the office</li> </ul> <p><b>Health</b> 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><b>Character</b> Each candidate for and any person holding the office must be of good character.</p>

<p><b>Skills, competencies and/or knowledge</b></p>	<p><a href="#">Tusla Leadership Competency Framework</a></p> <p>The <a href="#">Tusla Leadership Competency Framework</a> 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 <a href="#">Leading Service</a></p> <p>Please access this <a href="#">Leading Service</a> link to fully familiarise yourself with the impact of this <b>Leading Service</b> proficiency for Tusla.</p> <p><b>The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.</b></p>
<p><b>Other requirements of the role</b></p>	<ul style="list-style-type: none"> <li>• The post holder will require access to appropriate transport as the post will involve travel.</li> <li>• Have awareness of children and young people’s participatory practice</li> </ul>
<p><b>Application Process</b></p> <p><b>Campaign Specific Selection Process</b></p> <p><b>Shortlisting / Interview</b></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><b>Code of Practice</b></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 <a href="http://www.cpsa.ie">www.cpsa.ie</a>.</p> <p>Tusla Child and Family Agency is an Equal Opportunities Employer.</p>

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 Mid-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.**

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.**

<p><b>Tenure</b></p>	<p>The current vacancy available is permanent and fulltime.</p> <p>The post is 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.</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 &amp; Family Agency is governed by the Child and Family Agency Act, 2013 and the Public Service Management (Recruitment and Appointments) Act 2004.</p>
<p><b>Remuneration</b></p>	<p>The Salary scale for the whole time equivalent of this post is:</p> <p><b>01/02/2026: €83,081, €83,827, €87,105, €90,397, €93,663, €96,943, €100,205</b></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. <a href="#">Candidate Information Pack - Recruitment Process</a></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 currently a serving civil or public servant.</p>
<b>Working Week</b>	The standard working week applying to the whole time equivalent of this post is: <b>35 hours.</b>
<b>Annual Leave</b>	The annual leave associated with the whole time equivalent of this post is <b>30 days</b> per annum.
<b>Superannuation</b>	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.
<b>Probation</b>	<p>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.</p> <p>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.</p>
<b>Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)</b>	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.
<b>National Standards for Children and Family Services</b>	<p>Employees must have a working knowledge of HIQA Standards (<a href="https://www.hiqa.ie/areas-we-work/childrens-services">https://www.hiqa.ie/areas-we-work/childrens-services</a>) 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>
<p><b>Ethics in Public Office 1995 and 2001</b></p> <p><b>Positions remunerated at or above the minimum point of the Grade VIII salary scale</b></p> <p><b>THIS SECTION REFERS TO POSTS AT €70,373 PLUS</b></p>	<p>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.</p> <p>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 31<sup>st</sup> January in the following year.</p>

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/>