Candidate Campaign Information Pack
Senior Child & Family Support Network Co-Ordinator- Carlow Kilkenny.

Dear Candidate,

Thank you for your interest in the post of – Senior Child & Family Support Network Co-Ordinator-Carlow Kilkenny.

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: Anne Marie Stafford annemarie.stafford@tusla.ie/087 6309080

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

Kind Regards,
Tusla Recruitment Team

An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	Senior Child & Family Support Network Co-Ordinator- Carlow Kilkenny Grade Code: 6202
Campaign Reference Approval Code	TRSE20261180
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday 26th of November 2026
Closing Date for Applications	12 noon, Monday 14th of December 2026.
Proposed Interview date(s)	January 2027 - *may be subject to change based on volume of candidates and availability of Service resources.*
Contact for Informal Enquiries	Anne Marie Stafford annemarie.stafford@tusla.ie/087 6309080 *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.*
Location of Post	The current vacancy is in Carlow and is Specified Purpose and whole time. However, the initial assignment will be confirmed upon appointment. A panel may be created from which permanent and specified purpose vacancies of full or parttime duration will be filled in Carlow Kilkenny Network. The future vacancies may arise across Tusla Network/ Region of Southeast. For Tusla Region/ Networks please check the following link: ***Find My Network***
Details of Service	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. 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 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 andtheir families. Through the recruitment of a permanent Senior Child and Family Support Network Co-Ordinator 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 recruitment of a Senior Child and Family Support Network Co-ordinator is a central component of the new PPFS structure
Purpose of Role	• 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 Early Intervention 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 provide line management to basic grade PPFS support personnel, both professional and administrative. • To develop strong partnerships between Tusla and other agencies involved in supporting children, young people and their families and to facilitate and to promote enhanced inter-agency cooperation to ensure that services for children are co-ordinated and provide • 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 People's 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 • To promote social inclusion including developing an approach to prevention partnership and family support that is specifically inclusive of minority groups. • To identify and collate information on unmet need emerging through the PP&FS work.
Reporting Relationship	The post holder will report to the designated Principal Social Worker.
Duties and Responsibilities	**Main Duties and Responsibilities** **<u>Professional / Clinical</u>** • Along with the Senior Manager for Prevention, Partnership and Family Support, put inplace a multi-agency steering committee as a subgroup of the Children and Young People's Services Committee to engage relevant statutory and voluntary partners in prevention, partnership and family support. • To work closely and liaise with the Co-ordinator of the Children and Young People's Services Committee to ensure integrated working towards positive outcomes for allchildren and young people. • To provide line management to basic grade PPFS support personnel, bothprofessional and administrative. • To identify, 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 areato develop their participation into Child & Family Support Networks (CFSNs). • To develop tailored strategies 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 Manager for Prevention, Partnership and Family Support toset up and oversee the implementation of the Meitheal Early Intervention National Practice Model in their area. • To train (with assistance of workforce learning and development and others trained inMeitheal), coach and mentor Tusla staff and partners in order to have a wide range ofLead Practitioners and Meitheal support staff participating in the Meitheal Early Intervention National Practice Model. • To centrally coordinate and document the implementation of the Meitheal Modelincluding 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 togroups who may not attend the two day Meitheal training programme. • To support the Senior Manager for Prevention, Partnership and Family Support to operate an information and quality assurance system in relation to the Meitheal EarlyIntervention National Practice Model and the operation of the CFSNs.

- To support the Senior Manager 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 Senior Manager 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 People'sServices Committee.
- To support the Senior Manager for Prevention, Partnership and Family support to ensure there is a continuum of support matching the continuum of child and familyneeds in their area.
- To work closely and liaise with the Duty Intake Social Work Team Leader to ensure that the Prevention, Partnership and Family Support Programme of work is integratedwith Social Work Services and the overall Service Delivery Framework and to support implementation of the National Service Delivery Framework Practice Note on Social Work and Local Area Pathways.
- To support best practice development in relation to Hidden Harm, Domestic, Sexualand Gender-based violence, Mental health issues across the CFSNs.
- To support full implementation of all the PP&FS work-streams.

Education & Training

- Maintain standards of practice and levels of professional knowledge by participatingin continuous professional development initiatives and attendance at courses as appropriate.
- Engage in career and professional development planning.
- Make recommendations to the Senior Manager for Prevention, Partnership and Family Support in relation to the ongoing education, mentoring and training needs ofTusla staff and partners.
- Act as a resource by participating in the education and training of colleagues andother 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 theTusla Service Delivery Framework and with other statutory and voluntary services

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:** • Candidates must be in current employment with Tusla – Child and Family Agency or employed with the HSE or within other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health 2004 or within a body that provides services on behalf of Tusla under Section 56 or Section 59of the Child and Family Act 2013. • A relevant degree in community work, family support, social care, social work,education or other relevant discipline. • Significant experience of working in the area of direct children and families' services provision including a proven track record of working with children and families who present with complex needs. • A track record of achieving results through community networking and cross sectoralworking as relevant to the role. • Experience and skills in working collaboratively and on an inter-agency basis with awide variety of agencies and networks both statutory and non-statutory • Experience in the design and delivery of training and facilitation. • Have the requisite knowledge and administrative ability (including a high standard ofmanagement ability) for the proper discharge of the duties of the office. • Three years post qualification experience **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 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 Leading Others Please access this Leading Others link to fully familiarise yourself with the impact of this **Leading Others** proficiency for Tusla. **The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.**
Other requirements	• The post holder will require access to appropriate transport as the post may involve

of the role	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 Southwest 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 are Specified Purpose and whole 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: **01/06/2026:** €61,219, €62,715, €64,462, €66,216, €67,975, €69,547, €71,146, €72,705, €74,251, **€76,913, €79,583 LSI** 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. 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 AT €82,258 PLUS**	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. 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/