



Candidate Campaign Information Pack
National Lead for Children and Young Peoples Services
Committees (CYPSC)

Dear Candidate,

Thank you for your interest in the post of **National Lead for Children and Young Peoples Services Committees (CYPSC)**.

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: Eifion Williams Eifion.Williams@tusla.ie / 086 380 3561.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: Recruitcorponat@tusla.ie or Tusla Recruit Campaign Manager: Alan Burns, alan.burns@tusla.ie / 087 434 1974.

Kind Regards,
Tusla Recruitment Team



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Job Specification

Job Title, Grade and Grade Code	National Lead for Children and Young Peoples Services Committees (CYPSC) Grade Code: 0041
Campaign Reference Approval Code	TCCCORP20261953
Applications considered Via	Tusla Recruit Portal only
Opening date for Applications	Thursday 21 st May 2026
Closing Date for Applications	12 noon, Monday 8 th June 2026
Proposed Interview date(s)	June /July 2026 - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Eifion Williams Eifion.Williams@tusla.ie / 086 380 3561 <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 to be negotiated as National role; 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 Region/ Networks please check the following link: Find My Network
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 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">• Child Protection and Welfare

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Support the Service Director and the Department of Children, Disability and Equality in leading the strategic and policy direction of Children and Young People’s Services Committees (CYPSC). • Lead the CYPSC National Office team and provide leadership to the individual CYPSC Co-ordinators • Work with the Department of Children, Disability and Equality to lead the development and consistent implementation of policy and strategy for CYPSC. • Ensure coherence, standardisation and support for CYPSC and the overall initiative and distilling learning / good practice from CYPSC for national use. • Engage with the Department of Children, Disability and Equality to contribute and support to the work of the CYPSC National Implementation Group. • Collaborate with the relevant stakeholders in the Tusla’s Reform programme, ensuring consistency and inter-dependency across all local CYPSCs. • Monitor and support the identified working groups/individuals in the implementation of the strategic plan for CYPSC. • Ensure all targets in the Tusla Business Plan relating to the Strategic Plan are tracked and progressed. • Manage services and projects as may be assigned. • Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate. • Work to tight deadlines and operate effectively with multiple competing priorities. • Take personal responsibility to initiate activities and drive objectives through to a conclusion. • Contribute to the development and implementation of best practice models of service • Promote evidence informed practice.
Reporting Relationship	The post holder will report to the Service Director or delegated manager.
Duties and Responsibilities	<p>Main Duties and Responsibilities</p> <ul style="list-style-type: none"> • Oversight and governance of the CYPSC national programme. • Implement consistent models of practice and processes across all CYPSC. • Strengthen organisational structures and enablers to better support staff in service delivery. • Identifying best practice nationally and internationally and driving the strategic

	<p>development of CYPSC.</p> <ul style="list-style-type: none"> • Support Service Director for commissioning with Reform in commissioning & CYPSC when required. • Informing the work of the Young Ireland – National Policy Framework for Children and Young People 2023 -2028 implementation Structures and represent the CYPSC on the Young Ireland Advisory Council’s Children and Young People’s Policy Forum. • Representing, informing and supporting the role of CYPSC in developing and delivering cross-Departmental initiatives, for example, Anti-Poverty. • Liaise with DCDE and the Department of Health to Oversee and manage of the Healthy Ireland initiative. • Supporting Network Managers with the Induction and training coordination for CYPSC Chairs, Coordinators and Vice-Chairs. • Day to day liaison with CYPSC coordinators and chairs, providing guidance and resolving issues. • Oversight of the National CYPSC budget and other funding initiatives. • Development of tools and resources for the operation of CYPSC. • Coordinating and supporting provision of relevant data to CYPSCs. • Reviewing CYPSC areas’ Children and Young People’s Plans and Annual Programmes of Work as needed. • Coordinating and compiling reports on data, activities, outputs and outcomes from all CYPSCs to government departments and central bodies. • Inform the resourcing of CYPSCs including the appropriate deployment of coordinators across CYPSCs compliant with relevant service level agreements. • Leading quality assurance of planning and functioning of CYPSCs informed by best practice. • Communicating relevant national policies, strategies and initiatives as identified by the CYPSC National Implementation Group and guiding CYPSC to contribute and input as required, as well as delivering relevant associated assigned actions.) • Reporting on the work of CYPSCs and related operational issues to Tusla, the Child and Family Agency and the Department of Children, Disability and Equality (see below for specific reporting arrangements). • Communication and liaison with CYPSC member agencies and other prospective stakeholders • Be part of a commissioning management team • Be responsible for reporting on and tracking actions required in the Tusla Business Plan. • Reporting and providing data as required to DCDE, DOH, DOJHAM to inform and support the development of future initiatives. • Contribute to communication systems with service developments and changes. • Promote and participate in the implementation of any change management programme. • Prepare briefing papers and presentations when required. • Participate and as required lead national working groups for work streams/portfolios that are assigned.
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	<ul style="list-style-type: none"> • Liaison with internal and external stakeholders and raise awareness of CYPSC • To lead a service delivery response with a focus on Tusla’s culture, values, and Public Sector duties. • Support the DCDE in supporting the democratic process with responses to parliamentary questions, speeches, briefings etc. <p>Education and Training</p> <ul style="list-style-type: none"> • Maintain continuous professional development and participate in team-based development, education training and learning. • Complete all mandatory training • Attend relevant conferences, webinars, workshops, training relevant to role <p>Health & Safety</p> <ul style="list-style-type: none"> • 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. <p>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>
<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"> • A relevant third-level qualification in Social Work, Youth & Community, Social Care or related discipline • Minimum 5 years experience at Senior Management Level. • Have demonstrated operational management excellence in delivering services. • Have demonstrated experience of strategic planning and effectively implementing change and improving services. • Proven leadership ability in a related field • Experience of interagency collaborative working

	<ul style="list-style-type: none"> • Requisite knowledge and ability (including a high standard of suitability) 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>Tusla Leadership Competency Framework</p> <p>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.</p> <p>The Tusla Leader Framework relevant for this role is Leading Service</p> <p>Please access this Leading Service link to fully familiarise yourself with the impact of this Leading Service 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>	<ul style="list-style-type: none"> • 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
<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>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,</p>

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 for Corporate/National. 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 vacancies available are 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	<p>The Salary scale for the whole time equivalent of this post is:</p> <p>01/02/2026: €86,604, €88,791, €92,255, €95,746, €99,208, €102,680, €107,727</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.</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>
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	<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>
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.

<p>National Standards for Children and Family Services</p>	<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>
<p>Ethics in Public Office 1995 and 2001</p> <p>Positions remunerated at or above the minimum point of the Grade VIII salary scale</p> <p>NOTE</p> <p>THIS SECTION REFERS TO POSTS AT €82,258 PLUS</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 31st January in the following year.</p> <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.</p> <p>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/</p>