

NPC Voice Influence and Inclusion Officer (with responsibility for Partnership Schools Ireland)



Introduction to NPC

National Parents Council (NPC) is the representative organisation for parents of children in early years, primary and post-primary education. NPC was established as a charitable organisation in 1985, under the programme for Government, as the representative organisation for parents of children attending primary school. NPC's remit was extended to cover parents with children in early years in 2017 and in post-primary in 2022. NPC received statutory recognition in the Education Act 1998.

NPC exists to ensure that all parents are supported and empowered to become effective partners in their children's education. NPC works to increase the capacity and capability of the education sector, to achieve true partnership and deliver better outcomes for all children.

Terms & Conditions

Salary: €36,275 per annum.

Hours: 35 hours a week (Flexibility is required weekend and evening work will be a feature of this employment).

Reporting to: The Advocacy Services Manager.

Place of work: Stoneybatter, Dublin 7; however nationwide travel will be required.

Car owner and full driving licence essential.

Contract is for three years fixed term with an initial probationary period of six (6) months.

Role

As a member of the Advocacy Services team the successful applicant will coordinate and lead the NPC Partnerships Schools Ireland programme, ensuring the delivery of quality services which meet the needs of parents, supporting children in the education sector.

Partnership Schools Ireland is a joint initiative between NPC and IPPN (Irish Primary Principals' Network) and supported by the Department of Education. It provides an opportunity and framework for teachers, support staff, pupils, parents and community members to work together in partnership to support the work of the school for the benefit of the students.

Information about Partnership Schools Ireland can be found [here](#).

The role has four main areas of responsibility:

- Recruitment of new schools to the programme
- Delivery of training sessions in schools (primary and post primary)
- Support for trained schools in person and via zoom
- Administration for the programme

In addition to this the successful candidate will work with the advocacy services team to:

- Contribute to the overall objectives of NPC and IPPN (Irish Primary Principals' Network) both in planning and implementation of the Partnership Schools Ireland Programme.
- Upskill and support NPC Trainers in the Action Team Partnership programme
- Share learning and knowledge with other members of staff
- Gather data and insight from parents and children to help NPC and other education stakeholders understand the lived experiences of children and their parents in education with a special focus on hearing the voice of seldom heard parents and children.
- Plan, deliver and coordinate parent and child voice and participation activities as required. For example:
 - Planning and delivering campaigns, projects and events with parents and children
 - Recruiting parents and children to participate in consultation and advocacy events.
 - Maintain clear and accurate monitoring, evaluation and performance data for all activities, to demonstrate the impact of our work.
 - Produce and contribute to programme reporting.
 - Maintain accurate records of parents' and children's participation, regularly evidencing individual progress and the decisions and services they influence.

At a personal level the successful applicant will:

- Consistently and regularly review work practices and methodologies within own area of responsibility and apply improvements and efficiencies wherever possible which will feed into programme evaluation.
- Prioritise and manage work within own area of responsibility including monthly reports for Advocacy Services Manager and up to date information for the PSI Advisory committee
- Undertake additional general duties from time to time, as required by the Chief Executive, that are in line with the nature and grade of this post.

Essential Experience

- Training and facilitation experience Team building and project co-ordination
- Knowledge of the Irish education system
- Exceptional communication skills, both written and verbal
- Excellent interpersonal and relationship-building skills
- Excellent planning and organisational skills
- Excellent IT skills, including use of Microsoft Office Excellent social media skills.

Have a Sound knowledge and understanding of:

- Adult and Children's participation – including the principles, approaches, and mechanisms for consulting with children and adults.
- Approaches to community participation, social action and civic engagement.
- Safeguarding practice and procedures, and confidentiality.
- Challenges and issues affecting children and families.
- Policy, legislation and guidance relating to children and young people's right and participation, e.g., UNCRC, Children Act 1989.

Desirable

- Experience of working with volunteer groups.

Additional requirements

- Work flexibly, including evenings and weekends, to meet the demands of this role and those we work with.

Applications should be in the form of a letter of application and CV (max 2 pages) and be emailed to ccross@npc.ie with “NPC Voice, Influence and Inclusion Officer” in the subject line or by post marked **Confidential** to: Catherine Cross, Deputy CEO, National Parents Council, Unit 5 Manor Street Business Park, Manor Street, Dublin 7, D07 FK58.

Please note that there is no closing date for this campaign. However, the competition may close at short notice dependent on the volume of the applications. NPC advise that you submit your application for this position as soon as possible.

Interviews for those who are shortlisted will be held in the National Parents Council office.

The National Parents Council is an equal opportunity employer