



Supporting Parents  
Supporting Children

## **NPC Inclusion Voice and Influence Officer**

### **Introduction to NPC**

National Parents Council Primary (NPC) is the representative organisation for parents of children in education. NPC was established in 1985, under the Programme for Government, as the representative organisation for parents of children attending primary school. It 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**

The salary for this role is €34,000 per annum.

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

Reporting to the Advocacy Services Manager

Place of work: Dublin City Centre location, (however nationwide travel will be required)

Car owner and full driving license essential.

The contract is for three years fixed term with an initial probationary period of nine months.

### **Role**

To oversee and lead the NPC Inclusion, Voice and Influence service, ensuring the delivery of quality services which meet the needs of parents, supporting children in the education sector.

This role will broadly incorporate the following:

- To deliver NPC's Mission, Vision and Values which influence improvements in education in Ireland, through coordinating and delivering projects and activities which:
  - 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.

- Work closely and collaboratively with colleagues inside and outside of NPC; to ensure participation and voice activities are delivered successfully.
- Develop and maintain excellent relationships with local partners and stakeholders, to enable parents and children from all walks of life to be able to participate in our consultation and participation activities.
- Attend relevant local, regional and national groups, forums and networks to support programme delivery, to share best practice and learn from others in our field.
- Maintain clear and accurate monitoring, evaluation and performance data for all activities, to demonstrate the impact of our work.
- Produce and contribute to performance reporting.
- Maintain accurate records of parents' and children's participation, regularly evidencing individual progress and the decisions and services they influence.
- Undertake additional general duties from time to time, as required by the CEO / Deputy CEO, which are in line with the nature and grade of this post.

## **Experience**

### **Essential**

Adult and/or children's participation – including the principles, approaches, and mechanisms for consulting with children and adults.

Understanding of approaches to community participation, social action and civic engagement.

Policy, legislation, and guidance relating to children and young people's right and participation, e.g., UNCRC, Children Act 1989.

Working with parents and children from a wide range of backgrounds and experiences, in a professional capacity.

Co-ordinating, delivering and managing projects and events with/for parents and children.

Experience of supporting children and/or adults to engage in social action activity, e.g., children/parent fora, consultation, research.

Planning and facilitating fun and engaging group work with children and parents.

Writing and collating engaging reports, for different audiences, including children, parents and professionals.

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.

## **Desirable**

Experience of the Irish education system

### **Person Specification**

The individual should be able to demonstrate the following competencies:

Communications	Excellent communication skills, both with individuals and groups. Communicates NPC's Vision and Mission in a persuasive manner.
Relationships	Build trusting, positive relationships with children, parents and professionals. Focus on solutions, not problems. Works flexibly and uses creative approaches to one's own and team's work. Values and acknowledges the contribution of others.
Interpersonal Effectiveness	Shows empathy and understanding when dealing with others, utilising tact and diplomacy at all times. Treats others with respect. Works well with a wide range of people from different backgrounds both within and outside the organization and builds rapport by listening to and understanding their viewpoints.
Planning & Managing Resources	Plans and organizes people and other resources, prioritising as required, to meet goals, targets, or objectives within agreed timeframes. Monitors progress and reviews plans where necessary. Identifies potential problems and develops contingencies. Plans and organises own work effectively.
Analysis / Problem Solving	Sources and accurately gathers all relevant information. Conducts an in-depth review, considering issues thoroughly. Draws conclusions backed up by available evidence and makes appropriate recommendations. Handles and manipulates numerical information with accuracy and attention to detail.
Decision-making / Judgment	Evaluates information available before making decisions, weighing up the pros and cons of various options or courses of action. Is aware of the wider implications of proposed decisions and recognises when it is appropriate to consult others. Follows through on decisions made, taking responsibility where appropriate.
Team working	Works collaboratively with others to achieve shared goals. Participates fully, sharing knowledge, ideas, and

	expertise. Shows an appreciation for other people's positions and values their input.
Commitment to Quality Results	Takes ownership of tasks and is determined to see them through to satisfactory conclusions. Takes all necessary measures to ensure work is completed to a high standard and within agreed timeframes at all times, even where it involves routine or mundane tasks. Monitors and checks work for accuracy and ensures guidelines and procedures are followed. Reliable and dependable, can work on own initiative.
Customer / Client Focus	Is aware of the service delivery requirements of the organisation and the varying needs of his/her customers or clients. Deals with customers / clients in a professional and courteous manner, showing diplomacy and tact, particularly in difficult situations.
Self-Awareness & Development	Reviews own performance regularly and is committed to developing own skills and knowledge base and applying this learning on a regular basis. Keen to learn new skills, systems and processes.
Flexibility & Change Orientation	Is flexible in his/her approach, open to change in work practices and adapts readily to recommendations for change. Involves others in and implements change initiatives. Able to deal with changing demands and different situations / circumstances.
Initiative	Actively suggests improvements within area of responsibility. Works without significant guidance or support yet knows when the involvement of others is appropriate.
Technical Knowledge / Know-How	Has the practical, specialised or technical knowledge required to meet the goals and objectives of the role to the highest standards. Has knowledge or expertise that others would rely on and have confidence in it.

Applications should be in the form of a letter of application and CV (max 2 pages) and be emailed to [rwalpole@npc.ie](mailto:rwalpole@npc.ie) with "Inclusion Voice & Influence Officer" in the subject line or by post marked **Confidential to Rob Walpole, Deputy CEO**, National Parents Council Primary, 12 Marlborough Court, Marlborough Street, Dublin 1, D01 XP86 by close of business 8<sup>th</sup> September 2023.