

**Job Description**  
***OurKidsCode***  
**Project Administrator**  
**Part-time (18.5hours/week)**

**Context:**

National Parents Council Primary (NPC) is the representative organisation for parents of children in primary or early education. National Parents Council's primary role is to support parents to become effective partners in their children's education. NPC wants to see an Ireland where 'every child has the opportunity to reach their full potential'. NPC supports parents in their children's education both at home and school.

NPC in partnership with the School of Computer Science and Statistics at Trinity College Dublin wishes to support STEM education by supporting parents who wish to engage in the children's interest and activity in Coding. Supporting parents directly in the area of STEM is known to support children to consider STEM career pathways, as parents are the biggest influence on their children's subject and career choices, as well as enhancing children's future opportunities for work and or academic courses involving digital technology and computing.

**OurKidsCode**

*OurKidsCode* is a Science Foundation Ireland Discover supported project delivered by the School of Computer Science & Statistics at Trinity College Dublin in partnership with the National Parents Council Primary (NPC). It aims to support parents/guardians who wish to engage their primary-school children's interest and activity in computing through the provision of family creative-coding workshops. The workshops will be delivered by the National Parents Council (NPC) to children and parents of children in primary schools nationwide, with the ultimate goal of supporting sustained community-based parent/children coding clubs across the country.

NPC now wishes to recruit a **Project Administrator** who will advance the work of ***OurKidsCode***. The Project Administrator will provide coordination and administrative support for the roll out of family creative-coding workshops to parents and children nationwide in 2021/22. The Project Administrator with the Programme Manager will ensure that parents and children in primary schools, get access to the *OurKidsCode* coding workshops across the country.

## **Role of the Coding Project administrator:**

- Play an active role in contributing to the overall objectives of NPC and Trinity College both in the administration and implementation of the *OurKidsCode* project.
- Identify and recruit NPC trainers in the delivery of *OurKidsCode* workshops to parents and children in primary schools.
- Coordinate the promotion, delivery and support of *OurKidsCode* workshops to parents and children in primary schools and parent associations nationwide.
- Increase the number and participation of schools in the *OurKidsCode* project over the duration of the contract in line with the project's funding agreement.
- Develop a clear administrative policy to support the participants and trainers of the *OurKidsCode* project.
- Administer and resource the allocation and review of the *OurKidsCode* family creative-coding workshops training to parents and children.
- Provide support through the operation of an Advice and Support desk for Parents associations requesting the workshops.
- Share learning and knowledge with other members of staff.
- Consistently and regularly review work practices and methodologies within own area of responsibility and apply improvements and efficiencies wherever possible which will feed into *OurKidsCode* programme evaluation.
- Prioritise and manage work within own area of responsibility including monthly reports for NPC Services Manager, Trinity Programme Manager and up to date information for Management and the *OurKidsCode* steering committee.

This role requires a suitably qualified, self-motivated, enthusiastic and adaptable individual.

The **salary** for this role is €18,000 per annum

**Hours:** 18.5 hours a week (flexibility is required: some weekend and evening work may be a feature of this employment)

As part of the NPC team, the Project Administrator will report to the NPC Services Manager and will work in partnership with the **OurKidsCode** Programme Manager in Trinity College Dublin.

**Place of work:** NPC Offices Marlborough St., Dublin 1. D01 XP86

The contract is until December 31<sup>st</sup>, 2022 with an initial probationary period of nine months.

This role will incorporate the following broad areas:

- Exploring and advancing new ways of supporting parental participation within their child's education particularly relating to coding and STEM subjects
- Training session promotion and coordination
- Training administration, monitoring and evaluation
- Partnership networking and support with parents' associations and schools
- Administration – report writing, data collection and analysis.
- Event management

## **Experience**

### **Essential:**

- Experience of convening and facilitating adult groups of volunteers
- Excellent communicator both written and verbal
- Experience of networking and promoting
- Excellent IT skills- particularly Microsoft Office and other software applications.
- An effective team player
- Experience of scheduling and organising meetings/events

### **Desirable:**

- Experience of the Irish primary education system.
- A working knowledge of child protection legislation and its implementation in practice

## **Person Specification:**

The individual should be able to demonstrate the following competencies:

Communications	Communicates effectively with individuals and groups. Communicates NPC's vision and mission in a persuasive manner.
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 organisation and builds rapport by listening to and understanding their viewpoints.
Planning & Managing Resources	Plans and organises 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. Willingly takes on additional responsibility to achieve team objectives. Has a positive

attitude, is a constructive team player. Shows a willingness to learn from others.

#### Managing & Developing People

Manages volunteers by providing clear direction and challenging goals. Motivates volunteers to perform well. Delegates tasks, distributes work fairly and treats others consistently. Monitors performance and attendance, addresses any issues of underperformance and provides coaching and development where required. Values and acknowledges the contribution of others.

#### 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. Can work without excessive 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 such 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 [ccross@npc.ie](mailto:ccross@npc.ie) with "Coding Project administrator " in the subject line or by post marked **Confidential** to Catherine Cross, Services Manager, National Parents Council Primary, 12 Marlborough Court, Marlborough Street, Dublin 1, D01 XP86 by **close of business September 13<sup>th</sup>, 2021**

Interviews for those who are shortlisted will be held week beginning September 20<sup>th</sup>, **2021** in the National Parents Council Primary office.

**National Parents Council Primary is an equal opportunity employer.**