

NPC Helpline/Information Officer



Introduction to NPC

National Parents Council (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.

NPC now wishes to recruit a **Helpline/Information Officer** to provide a confidential Helpline service to parents of children in early years, primary and post primary education and other stakeholders. The **Helpline/Information Officer** will also be dedicated to further advancing new initiatives that support parents' involvement in their children's education in partnership with schools, in line with the mission and vision of NPC.

Terms & Conditions

The **salary** for this role is €34,000 per annum pro rata (€17,000).

Hours: 17.5 hours per week (flexibility is required: weekend and evening work may be a feature of this employment).

Reporting to the Services Manager

Place of work: Dublin City Centre location

The contract is for a three-year fixed term with a nine-month probationary period.

Role

The Helpline/Information Officer will be responsible for all NPC Helpline duties.

This role will broadly incorporate the following:

- Manage all queries to the NPC Helpline via phone and email
- Provide accurate information to parents and other stakeholders as appropriate in relation to early years, primary and post primary education and NPC activities and policies
- Critical analysis of proposals, reports and other data

- Examination of complex information and decision-making relevant to the role and job level
- Research and preparation of submissions on the full range of issues impacting NPC (including submissions for funding)
- Accurate recording, preparation & management of data within the Helpline
- Engage with third parties to represent the interests of NPC, including suppliers, clients, members of the public, media, contractors, government and non-government agencies and bodies, ensuring professional communications at all times
- Ensure all policies, procedures and regulatory requirements are fully adhered to in their area of responsibility
- Prioritise and manage work within own area of responsibility including delegation of task as appropriate, monitoring and reviewing of work and overall supervision of staff
- Be responsible and accountable for the timely and accurate completion of projects and tasks within the Helpline
- Consistently and regularly review work practices and methodologies within own area of responsibility and apply improvements and efficiencies wherever possible
- Play an active role in contributing to the overall objectives of NPC both in planning and implementation
- Continuously develop knowledge and skills to ensure a high level of technical competence within own area of responsibility
- Share learning & knowledge with other members of staff
- Other duties that may be assigned from time to time

Experience

Essential:

- Excellent active listening skills
- Excellent communicator both written and verbal
- Experience/knowledge of the Irish early years', primary and post primary education system. Excellent administration skills and attention to detail
- Excellent IT skills- particularly Microsoft Office and other applications.
- Be an effective team player

Desirable:

- Experience of working on a Helpline
- Experience of communicating with individual adults and groups to achieve real outcomes
- Experience of networking and promoting
- 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 - Builds rapport by listening and responding to the needs of others. Utilises a persuasive approach to positively influence outcomes. Presents written material in a clear, concise, comprehensive and convincing manner to inform and influence the reader(s). Clarifies information when required to do so.

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 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. Shows a willingness to learn from 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, 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 that others would rely on and have confidence in it.

Applications

Applications should be in the form of a letter of application and CV (max 2 pages) and be emailed to rwalpole@npc.ie with “**Helpline/Information Officer**” in the subject line or by post marked **Confidential** to Rob Walpole, Deputy CEO, National Parents Council, 12 Marlborough Court, Marlborough Street, Dublin 1, D01 XP86. **Closing date for applications:** close of business on the **25th of January 2024**.

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

National Parents Council is an equal opportunity employer.