



NPC Programme Coordinator - Partnership Schools Ireland

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 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.

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

Role

To 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.

The role will broadly incorporate the following:

- Increase the number and participation of schools in the project over the three-year period in line with the projects funding agreement.
- Facilitation of the training programme to schools
- Develop a clear policy to support the participants of the PSI (Partnership Schools Ireland) programme
- Provide support through the operation of an Advice and Support desk / face to face meetings / bi-annual support meetings for all existing Partnership Schools

- Up skill and support NPC Trainers in the Action Team Partnership programme
- Professional networking and relationship building
- 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.
- Play an active role in contributing to the overall objectives of NPC and IPPN (Irish Primary Principals Network) both in planning and implementation of the Partnership Schools Ireland Programme.
- Share learning and knowledge with other members of staff

Experience

Essential

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.

Desirable

Experience of working with volunteer groups.

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.
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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 with “NPC Programme Coordinator - Partnership Schools Ireland” 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 by close of business on the **31st October 2023**.