



Title	Parenting Project Officer
Status	Permanent, subject to six months probation
Location	Dublin 10
Reporting to	Family Matters Manager
Salary + pension	Officer Level 2 scale €32,181 -€36,334. The successful applicant will enter the scale according to their demonstrated experience and qualifications. Opportunity to join Company pension scheme after six months
Working hours Monday - Friday	The contract is 35 hours per week- 9-5pm

The Area Based Childhood (ABC) - Family Matters

The ABC Family Matters initiative is a dynamic interagency response to the needs of children, parents and families in the Ballyfermot area. The Ballyfermot Chapelizod Partnership is the lead agency of Family Matters.

BCP seeks to recruit a Parenting Project Officer to be part of the Family Matters dynamic team, to engage and work flexibly in support of parents of early year’s children in the Dublin 10 area. The Project Worker will support parent engagement, capacity building and leadership; with the ultimate aim of enhancing baby and toddler early years development, socialisation and learning up to their school going age.

Family Matters focuses on improving education, health and wellbeing and social outcomes for children in the Ballyfermot area.

The Family Matters initiative works under four thematic strands:

- Oral Language Development
- Parent and Family Support
- Child and Youth Wellbeing
- Parenting- Infant, Toddler and Early Years Supports

Family Matters uses a child-centred, family wellbeing, trauma informed approach, providing a spectrum of evidenced based programme supports for parents, children and practitioners; thus enhancing the capacity of parents as the primary educators of their young children, and supporting access to the supports they need in order to help their children reach their potential.

Role Purpose - Parenting Project Officer - is required to coordinate and deliver an agreed work plan, in support of parents of young children in the Dublin 10 area.

Duties of the Role:

- To develop and implement a strategy to increase the universal engagement and participation of parents of children aged 0-3years in participating in opportunities for learning about parenting, attachment with their child and their child's social, emotional and educational development.
- To engage parents of early years children in '*hearing their voice*' in the Ballyfermot area, as a means of ascertaining their needs as parents.
- Provide opportunities to parents to further develop their parenting knowledge, skills and attitudes through evidenced based parenting programmes, workshops and supports.
- Provide opportunities to parents to learn more about their parenting role with their children, at the age and stage of infant and early year's development.
- Deliver a suite of evidenced based early years parenting supports to parents of children from 0-6 years of age, in line with funded agreements.
- With parents and other stakeholders to design and deliver Early Years Education Programmes to children 0-6years of age
- To expand the pre and post birth supports for parents
- To deliver workforce capacity building Early Years parenting training to practitioners across the Dublin 10 area
- Develop and document community based Early Years Parenting support policy and practice document with relevant agencies in the Dublin 10 area
- Coordinate, facilitate and support Early Years professional communities of practice
- Working collaboratively with statutory and voluntary agencies to ensure the implementation of the Early Years Parenting Programme.
- Ensure that all work practices are within the Children First guidelines

Ensure all administrative requirements are complete including:

- Oversee the collection of pre and post data for the suite of programmes and inputting and analyzing data as required.
- Maintain a full and accurate record of work undertaken in line with agreed work plan.
- Accurate updating of Salesforce and any other databases

- Ensure all reporting requirements are complete within specified timeframes.
- Attend all BCP and Family Matters team meetings, training, planning and review days as required.
- Implement the agreed evaluation monitoring system which will identify progress of expected outcomes.
- Prioritise own workload in consultation with the Family Matters Manager and in cognisance of other BCP staff members.

Person Specification

Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is likely that the person appointed will demonstrate a genuine commitment to BCP's ethos and vision and ideally have the skills and attributes as detailed below.

Qualifications

The Family Matters Parenting Project Officer will have a depth and breadth of practical experience working with parents and young children

A third level degree qualification in Education/Social Sciences/Health/Medical Science is required e.g. Family Support, Social Work, Youth Work, Social Care Early Years Childhood and Education, Psychology, Nursing

At least 2 years' experience in a similar type of role is required.

Or

Significant experience in working with parents and their children aged 0-6 years

Knowledge & Expertise

The Parenting Project Officer should be able to demonstrate experience and expertise in the following areas:

- Knowledge and understanding of children 0-6 years developmental milestones
- Knowledge and understanding of the practice of parenting young children's knowledge of evidence informed practice and approaches, working to support parents to support children's developmental social, health and education milestones.
- Knowledge and understanding of policy and practice issues affecting children aged 0-6 years
- Knowledge and understanding of policy and practice issues affecting parents experiencing poverty and marginalisation.
- Demonstrate an understanding and commitment to social inclusion, parenting and early year's education principles.

Experience, Skills & Competencies

The Family Matters Parenting Project Officer should have:

- Minimum of 2 years' experience of working in a relevant professional field.
- Experience in working directly with parents and their children aged 0-6 years.
- Experience of establishing contact and developing relationships with other community and statutory agencies, to ensure collaborative working to inform and deliver an Early Years Parenting strategy
- Experience of delivering / coordinating evidence informed / based parenting programmes.
- Ability to engage and work sensitively, and in an empowering way with parents.
- Demonstrate a commitment to assuring high standards in service delivery, record keeping and strive for a user centred service.
- Demonstrate an ability to apply knowledge to evidence-based practice.
- Ability to work effectively as part of a team as well as work on own initiative.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills, including communication, analytical and negotiation skills.
- Demonstrate the ability to problem solve.
- Ability to coordinate and implement interventions in a range of settings, educational, community etc.
- Strong IT and design skills – literate in Word, Excel, PowerPoint