



An Roinn Leanaí, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige  
Department of Children, Equality,  
Disability, Integration and Youth



## INFORMATION ON THE POST OF PARENT HUB COORDINATOR RECRUITMENT

### INTRODUCTION

The Parents Hub is a collaborative approach to exploring needs and wants of parents in Co Laois and Offaly and supporting the gaps in provision. Initially phase 1 of the Parents Hub will be an online resource and phone support.

The Parent Hub Initiative is a project identified by the Prevention Partnership and Family Support (PPFS) Subgroup of the Laois and Offaly CYPSC. The Parent Hub will represent a collaborative group of Statutory and Community Services who have a common focus of parenting support.

The need for coordination of information, data and admission/referral details on all things parenting in Laois and Offaly has been identified by the partners involved in the CYPSC subgroups, PPFS Child and Family Support Network and the families the services work with.

To date the subgroup has been involved in collating information on existing supports and services and creating appropriate information for parents seeking support. A new website [www.open-up.ie](http://www.open-up.ie) is a one-stop-info-spot for all things child, youth and family related in Co. Laois and Offaly. The Parents Hub will extend that information point to include the Parents Hub online support on [www.open-up.ie](http://www.open-up.ie)

To develop the Parents Hub we now seek a Parents Hub Co-ordinator to operate the Hub.

### ROLE DESCRIPTION

<b>TITLE:</b>	Parent Hub Coordinator
<b>CONTRACTED TO :</b>	Section 38/39 Funded Partners
<b>EMPLOYED BY:</b>	the contracted service
<b>Line Management</b>	the contracted service linked to the CYPSC Co-ordinator
<b>The selection &amp; governance process</b>	Laois and Offaly CYPSC

**TERMS:** This will be a specific purpose contract that is time bound for 9 months at a salary of €35,100 per annum (pro-rata for 17.5 hours per week or 2.5 days ) starting in quarter 3 of 2023.

**Role Summary:** In collaboration with the members and partners of the CYPSC PPFS Subgroup, the Parent Hub Coordinator, will develop and implement an action plan with a focus on clear outcomes for parents, their families and services.

Membership of the Prevention Partnership and Family Support (PPFS) Subgroup of the Laois and Offaly CYPSC is as follows; TUSLA, Laois Domestic Abuse Service, Offaly Domestic Violence Support Service, Jigsaw , Parents First Laois Offaly, Laois Partnership, Laois Traveller Action Group , Barnardos , Offaly Local Development Company, Tullamore Rape Crisis Centre

## **Job description**

To establish a central hub where:

- enquiries about parent support can be made
- the coordination and scheduling of different parenting programmes being run by/in collaboration with member organisations is centralised
- to ensure that supports for parents are advertised and circulated across many channels of communication

To establish systems to ensure the future coordination and delivery of parenting programmes under PPFs. This would include:

- developing a database of Programme Facilitators and establishing an agreement around future delivery of programmes with Section 39 services funded by Tusla and future training needs
- developing a working agreement with different hosting venues across Laois and Offaly for the delivery of parent support programmes
- developing strong partnerships and capacity between agencies involved in the provision of parenting programmes

To establish needs with regard to Parent Support around the counties by:

- hosting a central data base on the programmes / interventions being accessed and requested by parents.
- documenting the progress of the Hub, evaluations and administration tasks
- maintaining a database of training delivered in both counties and prepare a report on the same bi-annually which details delivery and gaps from geographical perspective.

To promote the work of the Parent Hub by :

- liaising with all member groups to promote services and programmes with the aim of making supports and information more accessible to parents.
- promoting National Parenting campaigns throughout the year
- preparing a communications plan with stakeholder buy in
- reviewing and updating information and data on social media and the website

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her/they from time to time and to contribute to the development of the post while in office.

## **Job Specification**

- Relevant 3<sup>rd</sup> level qualification in the area of social care and or community development
- Experience of family support and social care, direct experience of work with children and families to help improve their outcomes.
- Demonstrate good communication, negotiation and interpersonal skills
- Excellent IT and social media skills
- Research experience and skills including consultation, data gathering, recording and analysis
- Access to own transport and able to meet the travel requirements of the post

## Person Specification

- Have experience of delivering Parenting programmes across all communities
- Experience in supporting Parents in a 1:1 capacity
- be a highly motivated individual with strong organizational, interpersonal and administrative skills, both oral and written
- have the ability to work as an active, efficient and helpful team player in a busy working environment
- have the ability to prioritize tasks and work under time constraints

## Context

This project is funded by DCEDIY Parenting Fund and CYPSC Healthy Ireland funding. The ambition is to scale up the project when there is evidence from the Phase 1 rollout of the project on the need to enhance the project.

The vision is that this will be a 'one source' point of information and support on 'all things parenting' in Co Laois and Offaly. The contracted service will be expected to host the Parents Hub Co-ordinator with office requirements.

The anticipated outcomes are as follows:

- **Parents** will have a better awareness and in turn accessibility to existing supports including parenting programmes in the local community;
- **Parents** will be facilitated to finding a 'right fit' for their needs as far as is possible;
- **Parents** consultation to inform service planning of parent/ family support for County Laois and Offaly through participation and service user involvement;
- **Parents** will have increased accessibility to evidenced based key messages in parenting support based on National campaigns
- **Services** will inform and benefit from a central point where information on all parenting support in County Laois and Offaly can be shared.
- **Services** will continue to collaborate to ensure programmes are run on a needs led basis and in a cohesive way;
- **Less Families** facing greater challenges and crisis point as a result of education, empowerment and earlier interventions;

**To Apply:** Please send an expression of interest on behalf of your service outlining the following;

1. Service experience in supporting families
2. How your existing service can benefit the parents Hub
3. The personnel available to deliver the role of the Parents Hub Co-ordinator as per the specification above with particular emphasis on training delivery
4. The expertise re. Parenting supports and awareness of the range of Parents trainings

**Expression of interest to be sent:** to Laois and Offaly CYPSC Co-ordinator, Primary Care Centre, Church Avenue, Tullamore. Co. Offaly or via email by Thursday 24<sup>th</sup> August.