



Childhood Development Initiative Ltd

Recruitment Information Pack

The contents of this Information Pack relate to the recruitment of the **Nova (School Engagement and Wellbeing) Coordinator**.

The closing date for applications is 12pm on Tuesday 28th October. Interviews will take place in the CDI offices on Thursday 6th November.

About CDI:

We are dedicated to improving the lives of children, families, and communities in Tallaght and Ireland. We believe that every child in Ireland deserves to thrive, be healthy, happy and free from poverty. We are committed to making this happen.

We collaborate, work in and with communities, and develop services and programmes once a need has been identified using research, and we use this data to inform all of our work.

CDI's overall objective is that every child in Ireland is thriving, healthy, happy, and free from poverty. CDI works in partnership, taking a strengths-based, family- and child-centred approach; using evidence, innovation, and prevention and early intervention approaches to underpin our work. In addition to the direct work to improve outcomes for children and families, CDI supports parents to enhance their confidence and skills to enable children to achieve their milestones, and delivers a range of capacity building measures for professionals.

CDI is an equal opportunities employer.

About the Role:

The Nova Coordinator's role is to lead and coordinate the Nova School Engagement and Wellbeing Programme. The Coordinator will support partner schools and the wider community to implement a youth mental health programme of supports, with a specific focus on school avoidance. The Coordinator will work with a wide range of stakeholders, including schools, families, TESS, and other agencies, to improve engagement and wellbeing in schools.

Position Description:

The Nova Coordinator will:

- Coordinate the dissemination and utilisation of a comprehensive Nova School Avoidance Toolkit and accompanying resources (seminars/workshops) to schools, parents and services aimed at reducing school avoidance

- Using an interagency approach, agree, document and update appropriate systems and resources to be included in the Toolkit
- Coordinate, support and monitor the implementation of Tier 2 (targeted) evidence-based interventions in schools
- Oversee the identification and/or development of a new targeted intervention for emotional wellbeing for young people
- Work directly with families where mental health needs are impacting on school participation, coordinate supports using an interagency approach in collaboration with Tusla's Education Welfare Service (EWS)
- Coordinate training and capacity building initiatives with school personnel to ensure Tier 3 (intensive) supports can be implemented with families in a timely manner
- Oversee the coordination of a Project Advisory Group, and Project Working Groups for specific aspects of the project
- Undertake monitoring and data collection of all aspects of the initiative supported by CDI's Data Specialist and in line with record and data protection systems
- Manage project grants, ensuring adherence to budget and contract, and the submission of high quality, timely reports
- Be an active and supportive team member
- Any other duties as required.

Essential and Desirable Qualifications, Skills, Knowledge and Attitudes:

Minimum qualifications and experience:

- A Bachelor's degree or QQI Level 8 (or Higher) major academic award in a relevant discipline (e.g., Psychology, health/mental health, education, youth work, social science)
- At least three years' experience relevant to the role
- Experience of working with schools (primary and/or secondary)
- Demonstrable experience of delivering evidence-informed interventions
- Track record in leading multi-agency processes.

Desirable qualifications and experience:

- A Master's degree in a relevant field.

Required Skills/Competencies:

- ***Relationship Building and Interpersonal Skills***
 - Promotes and engages in collaboration across functions
 - Utilises interpersonal skills to build positive and effective working relationships
- ***Delivery of High-Quality Results***
 - Agrees targets, leads the delivery of services and ensures appropriate procedures are followed
- ***Leadership and Management***
 - Project management skills, to include budget management and reporting
 - Ability to set clear and realistic objectives, and effect change.
- ***Data Analysis and Decision Making***

- Collects and analyses data to inform service planning and delivery.
- **Specialist Knowledge, Expertise and Self Development**
 - Demonstrates knowledge of mental health issues and interventions
 - A strong understanding of evidence-based practice and the processes which enable improved outcomes

A full, clean driver's licence and access to a car are an essential requirement of this role.

Terms and Conditions:

The following terms and conditions apply:

Working week: 37.5 hours per week.

Annual leave: 26 days per year.

Employee Assistance Programme.

Group health insurance.

Bike to work scheme.

Hybrid working following successful completion of the probation period.

Only open to candidates who are eligible to live and work in Ireland.

Salary Scale:

Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7	Point 8 (LSI)	Point 9 (LSI)
48,237	50,649	53,061	55,472	57,884	60,297	62,708	64,590	66,526

Point on the salary scale will be determined in line with the successful applicant's qualifications, skills and experience.

Application Process:

- Please submit your **CV and Application Form** to info@cdi.ie by 12pm on Tuesday 28th October.
- CDI takes a competency-based approach to our recruitment processes and the interview will provide you with an opportunity to demonstrate your skills, knowledge and experience.

Shortlisting and Interviews:

- Shortlisting will take place by Thursday 30th October, and interviews will be held on Thursday 6th November in the CDI offices, Fettercairn, Dublin 24.