



Job Description

Kidscope Administrative Coordinator

1 full-time post available

Established in 2021 Lets Grow Together is a not for profit based in Knocknaheeny serving people and supporting services in the northwest area of Cork City.

Our main objective is to support and develop communities where all children experience happy, healthy and thriving childhoods. We do this by working in partnership with everyone important in children's lives, sharing knowledge, skills and resources, empowering families and enabling children through their relationships and in their communities to be nurtured, fulfilled, achieving and learning.

About Kidscope Clinic

Kidscope is a children's clinic which offers free health and development assessment and onward referral for children from 0 to 6 years old living in the northwest of Cork City. It runs every Thursday during the academic year in the Niche building Knocknaheeny. It is led by Dr. Louise Gibson, a team of medical students and a public health nurse.

About the Role

The Kidscope Administrative Co-ordinator will be responsible for the smooth running of the clinic on a day to day basis, planning future clinic and ensuring all necessary resources are available to clinicians. Working with others to create systems and approaches for the long term sustainability of the clinic.

Liaising with and supporting linked practitioners, children and their families to ensure the clinic is delivered to a high quality person centred approach.

The role is public-facing and involves assisting and supporting families with queries, follow up and collection of key information.





The Clinic is busy and multi-faceted in nature. The successful candidate will be personable, solution-focussed, hard-working, and extremely organised.

The Kidscope Administrative Co-ordinator is often the main link internally and externally for families and wider interagency partners. The individual will be expected to provide synthesized, accessible information about the service, how to access it, how to transition through the services and signposting individuals to colleagues or other services required.

The Successful Candidate will:

- provide reports, presentations and briefings about the clinic.
- demonstrate excellent communication skills.
- work closely and support the Consultant Paediatrician, Clinic Practitioners and Medical Students.
- Manage and maintain all associated administrative duties, including but not limited to:
 - o Liaising with families, linked practitioners and services, and wider community
 - o Managing referrals, scheduling appointments
 - o Setting up clinic rooms
 - o Managing all correspondence: transcription of clinic reports, sending clinic reports, referral and documents to necessary services/individuals
 - o Filing of medical reports and support documents and management of medical files and records
 - o Organise and recording of review and multi-disciplinary team meetings and follow up with actions agreed
- be the main point of contact for the clinic
- collection and collate monthly activity data
- have the ability to write reports, present and provide briefings
- other duties as assigned

Reporting to: Employee supervision and reporting to the Executive Director of Lets Grow Together. Clinical governance and Clinical reporting Dr Louise Gibson.





Person Specification

The appointed person will demonstrate:

- Very strong communication and organisational skills and abilities.
- Demonstrated excellent report writing and presentation skills.
- An ability to meet deadlines in a calm and effective manner.
- An understanding of the importance of confidentiality and data protection regulations.
- A positive and supportive 'can do' approach.
- An ability to represent the clinic and/or the organisation and describe its services clearly and effectively to a range of audiences.
- Openness to learning, transferring knowledge, mentoring and support, in areas such as data processing and usage, communications, interagency collaboration, interfacing with the public etc.
- Commitment to the values of the organisation and to evidence-informed prevention, promotion, and early intervention approaches.
- A proven ability to manage several competing tasks, priorities and deadlines.
- Openness to training.

Qualifications, Experience & Knowledge

A qualification equivalent to Level 7 or higher on the National Framework of Qualifications (NFQ) in a relevant discipline such as Public Health, Information Management, Administration, or Communications is essential.

Ideally 2+ years of experience in a similar role.

Use of MS Office suite of applications, in particular MS Excel and MS word and TPRO medical dictation software.

Knowledge of medical filing systems.





Terms and Conditions

Salary: €38,095.

Working week: 37 hours.

Annual leave: 28 days.

Hybrid work 80 office/20 home after completion of probation period.

Salary Scale

Point1	Point2	Point3	Point4	Point5	Point6	Point7	Point8	Point9	Point10	Point11	Point12 (LSI)
38,095	39,702	43,265	44,767	46,287	47,813	49,363	50,937	52,501	54,094	55,693	56,745

Application Process

Please apply by emailing your C.V. and cover letter to admin@letsgrowtogether.ie by 6pm 5th of November 2025.

Informal enquiries in advance of closing date by email only to admin@letsgrowtogether.ie

Shortlisting will take place by Thursday 6th November, with a view to interviews being held the following week in the Let's Grow Together's Offices in Knocknaheeny. The successful candidate will take up the role as soon as possible thereafter.

Allocation of this post is subject to references including current or most recent employers, proof of eligibility to work in Ireland, and garda vetting.

Let's Grow Together! Infant & Childhood Partnerships CLG is an equal opportunities employer committed to equality, diversity, and inclusion.

