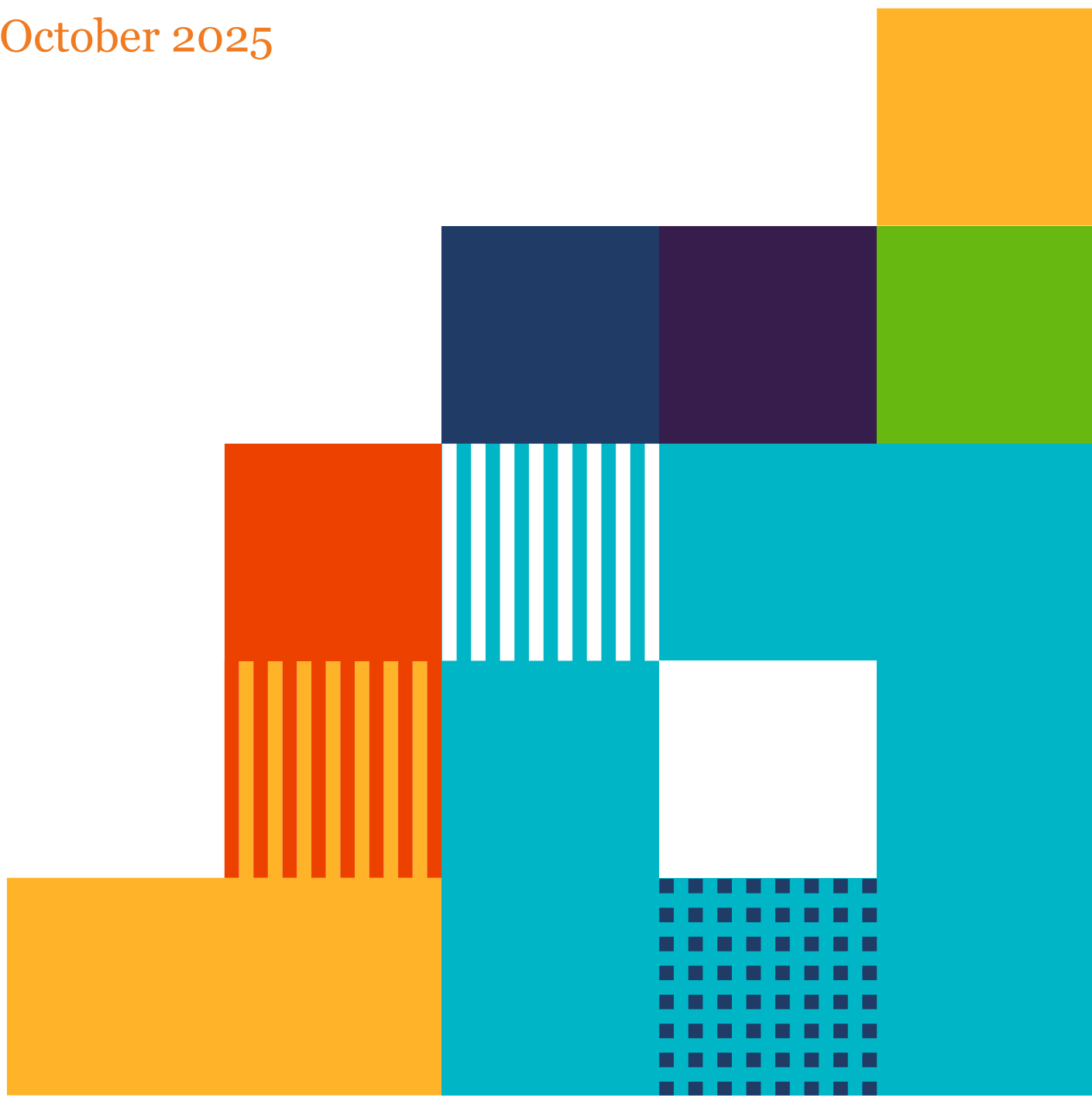


Project Specialist

Centre for Effective Services (CES)

Role Profile

October 2025



Title: Project Specialist

Employer: Centre for Effective Services - CES

Location: CES offices in Dublin or Belfast (Hybrid Working)

Duration: 2 year fixed-term contract

Hours: Full-time (37.5 hours per week)

About CES

CES aims to improve the lives of people living in Ireland and Northern Ireland by supporting the implementation of excellent public services through evidence informed policy and practice. We work with government departments and service providers to design, develop, implement and evaluate public policies and services.

CES is a not for profit, all island organisation established in 2008. An early focus on children and young people is still important to our work, and we have expanded our work in health, social care, education, justice and housing. Originally funded through philanthropic and state grants, CES is increasingly funded through income generation in providing expert support aligned with our charitable status.

Read our latest organisational strategy 'Partnerships, Profile, People' [here](#).

Our Values

The following values are important to us in how we approach our work:

- Collaboration
- Creativity
- Equity
- Evidence
- Learning

Working at CES

Our team combines expertise relevant to our work, including implementation and change management; research, evaluation and evidence synthesis; policy and practice; knowledge and communications; finance and governance. Our work at CES is made possible by the commitment of our staff. We welcome people with a wide range of skills, from different backgrounds, sectors and disciplines. Staff at CES have the opportunity to work on projects in Ireland, Northern Ireland, or on an all-island basis. We provide our staff with work which is rewarding, challenging and which makes a difference to people living in our communities. We offer flexibility, opportunities to learn, reflect and progress. We run a twelve-month professional development programme for recent graduates interested in implementing evidence informed services, and the translation of evidence into policy and practice.

Key objectives for this role:

The CES Project Specialist will contribute to the delivery of projects involving research, evaluations, policy, systems and practice which promote better outcomes for children, families and communities in Ireland and Northern Ireland. This role is targeted at candidates with 1 to 3 years relevant experience, so it is ideal for those looking to further develop their skills working on high quality evidence informed projects and build a profile as part of a multidisciplinary team.

Key responsibilities:

- Working as a member of a multidisciplinary team in the delivery of high quality and timely, evidenced informed projects
- Working in a collaborative manner with external stakeholders to ensure effective working relationships externally, including:
 - Government departments and agencies
 - Services providers/ practitioners
 - Academics and expert advisors
 - Philanthropic foundations
 - International networks
- Delivery of projects in a cost-effective manner within agreed budgets and in accordance with the Centre's annual work plan.
- Production of timely and accurate project reports as required.
- Maintaining and developing own area of expertise, while keeping abreast of best practice developments.
- Developing new and innovative ways of working with a wide range of stakeholders.
- Compliance with all CES policies and standards especially regarding resource. management, project management and performance management.

This list is not exhaustive and may vary from time to time.

Person specification:

Essential Skills and Experience:

- Relevant graduate / post graduate qualification and one to three years relevant work experience.
- Experience of working in, and contributing to, the development of public services in the health, social care, justice/youth justice and/or education sectors.
- Interest in developing and promoting evidence informed and evidence based public services.
- Capacity to access, analyse and make appropriate use of relevant research.
- Track record of collaborative working, networking and project delivery.
- Ability to work to tight deadlines with a focus on quality results and meeting client and stakeholder needs.
- Ability to work effectively as part of a team.
- Experience of writing and presenting for a range of audiences.

Desirable Skills / Competencies:

- Experience of working on the implementation of policy or programmes.
- Ability to work in a busy complex environment.
- Capacity to keep abreast of best practice developments in all relevant sectors, nationally and internationally.
- Project management skills/experience.
- Commitment to an all island organisation.

Reporting to:

Director or another senior CES staff member.

Location

This position is based in CES's offices in Dublin or Belfast. CES is operating a hybrid working model. Due to the all-island nature of CES' work, there may be a requirement to travel from time to time including between CES's offices or to other locations in Ireland.

Contract

2-year fixed term full time contract (37½ hours per week)

Why apply for this post?

- A competitive salary, commensurate with skills and experience, is offered. The indicative range for this role in Dublin is €33,812 to €50,000 and in Belfast is £22,519 50 £31,562 (depending on experience)
- CES makes a matched contribution of up to 5% of annual salary to a designated pension scheme after completion of a probationary period and/or in line with statutory requirements.
- 25 days annual leave.
- Sick pay above statutory minimum.
- Access to a range of flexible working options.
- Excellent training and development opportunities.
- Access to a focused employment wellbeing programme.
- Cycle to Work Scheme supported.
- Tax saver travel ticket scheme supported.
- Opportunity to work on projects in other CES locations.
- Opportunity to work towards meaningful social change in the not-for-profit sector.

How to apply

To apply, please forward your Curriculum Vitae with cover letter to recruitment@effectiveservices.org (kindly include “**Application – Project Specialist**” in the subject line). Your cover letter should detail what attracts you to the role and to CES and how your experience meets the essential and desirable criteria.

To be considered for this role, candidates must be legally eligible to live and work in Ireland or Northern Ireland.

The closing date for receipt of applications is **4.00pm on Friday, 31st October 2025**

Queries can be addressed in confidence to recruitment@effectiveservices.org

As a result of this competition a panel may be formed from which future similar vacancies in CES may be filled. This panel will remain active for a maximum period of 12 months.

Equal Opportunities

We are an equal opportunity employer and value diversity at CES. Should you require accommodations or assistance during our recruitment process due to a disability, please contact recruitment@effectiveservices.org for support.

For more details on our recruitment process, please see CES recruitment policy [here](#).

Data Protection

The personal data that we collect as part of this recruitment competition will be processed, stored and retained in line with data protection legislation and CES' Data Protection and Privacy Policies. You will find details on how we process your data in our Privacy Statement [here](#). For further queries on data protection, please contact us on dataprotection@effectiveservices.org.