

**Job Description and Person Specification**

**Job Title:** National Programme Manager, Teen Parents Support Programme

**Reporting to:** Treoir CEO.

**Salary Scale:** Applicable Treoir salary scale €48,495 - €63,041.

**Main Purpose:** To manage, co-ordinate, promote and enhance the work of the TPSP as a strategic goal of Treoir.

**Overall**

The Teen Parents Support Programme (TPSP) is a support service for young mothers, young fathers and their families from pregnancy until the baby is 2 years of age. It offers support, advocacy and information in all areas of a young parent’s life including health, relationships, parenting, childcare, social welfare entitlements, education, training and anything else about which the mother and father are concerned. There are 11 programmes currently

running throughout the country in a variety of host organisations. Treoir expects to extend the scope of the programme to ensure all pregnant and parenting teens have access to a TPSP regardless of their geographical location.

**Key Responsibilities**

* Maintain regular contact and good working relationships with projects and meet project staff and management which will involve some travel.
* Maintain contact and good working relationships with key staff in relevant government departments such as Education, the Early Years Unit in the Department of Children, Equality, Disability, Integration, and Youth Affairs (DCEDIY), Youth Affairs Section of the DCEDIY, the Department of Social Protection, Tusla Education and Welfare Services and management staff in Tusla Child and Family Support Services and others as appropriate.
* Advocate for the extension of the Teen Parents Support Programme so that all pregnant and parenting teens have access to the supports regardless of geographical location.
* Maintain and update the existing TPSP database. To analyse and report on the TPSP database.
* Develop and review relevant research, policies and submissions.
* Keep TPSP and Treoir staff and management informed of changes in government policy and legislation in areas which affect young parents such as education, housing, social welfare, birth registration and guardianship.
* Promote communication between all strands of the TPSP structure by organising meetings of all staff, host organisations and the National Advisory Committee.
* Identify synergies and develop collaborations with other relevant Treoir activities and programmes.
* Arrange training for TPSP staff.
* Administer the School Completion Programme budget in line with Treoir’s internal controls procedures.
* Represent the TPSPs, pregnant and parenting teens and Treoir on committees, in consultation exercises and other events, as appropriate.
* Maintain the TPSP website and contribute to Treoir’s website.
* Respond to media queries in relation to issues affecting teen parents
* Respond to queries in non-TPSP areas in relation to supporting young parents.
* Support and contribute to the wider activities of Treoir.

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**Person Specification**

**Educational Qualifications**

A third level qualification in a relevant discipline is required.

**Experience**

* Candidates are expected to have a minimum of 5 years relevant work experience post qualification, which demonstrates an ability to manage and work with individuals and relevant groups.
* Knowledge and experience of the policy, structural and funding contexts that impinge on service provision in relation to young families is desirable.

**Competencies and Skills**

* Team working skills
* Communication skills
* Facilitation skills
* Negotiation skills
* Interpersonal skills
* ICT skills
* Report drafting and writing skills

A self-starter with the ability to work independently and deliver outcomes.



**Section 39 funded HSE post**