



Role:	National Programme Manager Kinship Care
Position:	Full Time (35 hours a week)
Location:	Based in TREOIR Offices, Dublin 1
Reports to:	TREOIR CEO

JOB DESCRIPTION:

Kinship Care Ireland was founded in 2019 and is now a specific programme located within Treoir, the information service for unmarried parents and their children.

Please see: www.kinshipcare.ie and www.treoir.ie

Kinship Care is the full-time care of children by grandparents, older siblings, aunts, uncles and other relatives or close friends of the family.

The primary focus of the role of Kinship Programme Manager, is to raise awareness of the unique nature of kinship care and develop supports for families who are involved in **informal kinship care**, by providing information, resources, and initiatives, which will inform and empower kinship families, throughout Ireland.

Responsibilities of the National Programme Manager Kinship Care

Coordination

- Delivering on agreed objectives for the Kinship Care programme, within identified timeframes, based on targets in the Strategic Plan and the requirements of the funder(s).
- Developing and maintaining pro-active and respectful working relationships with internal and external stakeholders.
- Actively Liaising with a range of groups and organisations to ensure that the Kinship Care programme is recognised as the 'go to' support, for both families and professionals.
- Maintaining records relating to all aspects of work, using the *Client Relationship Management* software, in line with data protection requirements.
- Regularly reviewing progress and outputs, providing updates when required.
- Carrying out any additional tasks that may be deemed necessary for the effective delivery of the work.

Supporting Families

- Providing support directly to Kinship families by telephone, email and in person.
- Employing a *Rights Based Approach*, to support and empower Kinship families, through individual and group advocacy.



- Devising and implementing peer support programmes which build on the strengths and capacity of kinship carers to support to each other.
- Raising awareness through information and outreach of the benefits and challenges of Kinship Care to inform and support professionals,.
- Supporting the development of community-based initiatives, to enhance family and individual well-being.
- Liaising with the appropriate statutory and voluntary agencies, to facilitate delivery of supports and enhance understanding of the needs of Kinship families.
- Maintaining respect for privacy and confidentiality, at all times.

Policy and Research

- Building a Kinship Care Communications Strategy, to plan specific events.
- Contributing to and developing research projects and policy submissions on the rights and experiences of children and families in kinship care.
- Identifying and maintaining existing relevant data and information sources and influencing further data collection.
- Working with national and international partners, to learn from and contribute to policy and practice on kinship care.
- Maintaining the Kinship Care Website and social media accounts.

Finance

- Assisting the Treoir administrator in the preparation of budgets, and reports.
- Identifying funding sources, to diversify income streams; making applications; meeting with/reporting to funders.
- Ensuring that programme costs are maintained within the allocated budget, given parameters and guidelines.

Teamwork

- Collaborating with colleagues, to enhance the knowledge base and expertise of the entire Treoir Team.
- Working in partnership with a range of stakeholders, to ensure the active representation of the range of families in kinship care.

Note - this job description is not exhaustive.

Treoir reserves the right to add to or revise it at any time in agreement with the post holder.



Person Specification

Experience and Qualifications (Essential)

- A degree/qualification in Social Care, Early Childhood Education, Social Work, Youth and Community Work, Psychology, or equivalent preferably in which family support practice is a component
- Minimum of three years post qualification experience
- Direct involvement with vulnerable parents/families, in a similar role
- Awareness of issues and challenges involved in Kinship Care
- Proven experience of managing relationships with voluntary, statutory and community organisations, operating within the child and family field
- Proven skills and abilities in project management, strategic planning, facilitation, evaluation, and report writing.
- Experience of identifying funding opportunities and completing grant and funding proposal applications.
- Ability to work independently, planning and implementing a range of tasks and priorities
- Working knowledge of relevant policy, practice, and legal frameworks
- Fully conversant with the requirements of *Children First*
- Eligibility to work within the EU

Communication skills;

- Able to develop positive relationships with people from a range of organisations and backgrounds.
- Able to work with and promote the interests of children, young people and families.
- Able to represent Kinship Care programme by presenting and discussing the programme's work to a variety of audiences in a range of media settings.
- Able to communicate clearly, verbally and in writing, to both professional and non-professional audiences.
- Experience of preparing clear written reports and verbal presentations.
- Ability to work collaboratively with people from other organisations.

Desirable

- Knowledge of Children's Rights; Child and Family Law
- Experience of initiatives involving the direct participation of children and young people
- Event Planning and Coordination skills



The post holder must at all times carry out their responsibilities with due regard to Treoir's Equal Opportunities Policy and Child Safeguarding Policy.

The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times

The post holder must respect the confidentiality of data stored electronically and by other means in line with General Data Protection Regulations. (GDPR)

Salary Scale

The salary offered for this position is Job Category 2 of Treoir's pay scales - €49,000 to €60,000 per annum and will be commensurate with experience.

This post is funded by Tusla

