



The National Federation of Services for  
Unmarried Parents and their Children

### **Position: Shared Parenting liaison Officer**

Shared Parenting is the process of supporting the development of children by parents who are not living together, yet parent together.

### **Context for the Role:**

Treoir's strategic plan identified the need to further develop and implement our Shared Parenting Strategy to complement the existing services available. This is a new position within Treoir and we are seeking a highly motivated individual to develop our strategies. The successful applicant will work in conjunction with others to develop and deliver high quality, specialist, relevant and tailored support for parents who do not live together. This will involve interaction with unmarried parents through referrals made from our telephone service, national programmes, website, and social media channels. It will also include the production and dissemination of resources and liaising with other organisations working with parents to develop partnerships and programmes. The Officer will also research and contribute to the core policy and advocacy work of Treoir and contribute to the process of maintaining and developing our donor relationships.

Treoir is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We particularly welcome applications from people from marginalised sections of the community, irrespective of race, ethnicity, gender, age, disability, sexual orientation, religion, or belief.

### **Job Description:**

- Identify the needs of parents who want to work towards a shared parenting relationship.
- Identify gaps within current parenting programmes/courses and practices for shared parenting for parents not living together.
- Develop and pilot a programme to support shared parenting in response to the identified gaps.
- Work with our partner Dublin Community Mediation to establish phase 2 of the pilot "*Let's Work it Out*" support programme.
- Document how Treoir contributes to any identified gaps in Alternative Dispute Resolution through the pilot programme and our shared parenting strategy.
- Engagement with stakeholder groups including academia, NGOs, and Professionals.
- Production of targeted specialist information on shared parenting including; research, review, planning, production of copy and materials including publications, feedback, testing and dissemination.
- Promotion and dissemination of information on shared parenting to the membership of Treoir and relevant stakeholders.

- Campaign and advocate for improved rights and circumstances of key target groups, including planning, communication and the contributing to policy and advocacy materials, including articles.
- Fundraising, including contributions to grant applications, attending donor meetings, collecting statistics, and writing reports.
- Maintain an effective contact database for both membership and key target group contacts using Treoir's Salesforce CRM system.
- Assist with any other reasonable duties as required.

**Required Skills and attributes:**

**Essential**

- Third level qualification with 2 years post qualification experience or minimum of 5 years paid employment in social sciences or related areas.
- Knowledge and understanding of the challenges to shared parenting & information provision.
- Excellent communication and interpersonal skills.
- Experience of planning and facilitating programmes and measuring their impact.
- Ability to work well within a team and on own initiative.
- Appreciation and understanding of the issues relevant to unmarried parents who co parent.
- Proficiency in the use of the Microsoft Office Suite. This includes Word, Excel, PowerPoint, Teams, and Outlook.

**Desirable**

- Experience using a Data Management System preferably Salesforce CRM.
- Experience of information provision to diverse groups.

**Reporting Relationship**

The Shared Parenting Liaison Officer will report to the CEO of Treoir.

**Terms and Conditions**

This is a full-time post 35 hours per week. The initial contract will be for 12 months fixed term with a probationary period of six months. This post is dependent on the continuation of funding from our donors.

**Location**

Treoir's office in Dublin city centre. Some travel is expected.

**Salary**

Based on Treoir's salary scale €41,000 to €51,000 per annum

**About Treoir:**

Treoir, in partnership with its member agencies, promotes the rights and best interests of unmarried parents and their children through providing specialist information and advocating for their rights. Treoir's vision is an Ireland where non-marital families are afforded the same legal and constitutional recognition and protection as families based on marriage.