



Prevention & Early
Intervention Network
Promoting positive outcomes for children,
families & communities



Northside
Partnership

NATIONAL ADMINISTRATOR

Prevention & Early Intervention Network

Applications are invited for the position of
National Administrator (Part Time, Based in Limerick)

for

**The Prevention & Early Intervention Network
(Hosted by Northside Partnership)**

About the Network:

PEIN is a vibrant and growing national network of organisations and professionals that are committed to the use and mainstreaming of prevention and early intervention (PEI) strategies across children, young people and family services in Ireland.

Well established as a collective, authentic and expert voice in relation to the benefits and implementation of PEI approaches, PEIN brings together a diverse range of organisations and individuals to share information and learning, to support innovation and best practice and to promote ongoing service improvement.

The **PEIN National Administrator** supports the National Coordinator in the implementation of the Network's Programme of Work, which is determined by its membership, overseen by the Executive Committee and supported by Working Groups.

For more information on PEIN go to: www.pein.ie

To apply please click on the link below, select the appropriate position from the drop-down list, complete the form and upload your CV and a Cover Letter outlining your suitability for the post.

[To Apply Click Here](#)

Closing date: 5 p.m. on 29th April 2021

Interviews will be held on 14th May 2021



Job Description and Person Specification	
Role Title	National Administrator – Prevention & Early Intervention Network (3-day week)
Status	Contract of unlimited duration – Funding Dependent, 21 hours per week
Location	PEIN office, Limerick with potential for national travel
Reporting to	PEIN’s National Co-ordinator (based in PEIN office, Limerick)
Salary Scale	€32,182 – €39,825 (€19,309 – 23,895 based on 21 hours per week)
Role Purpose	
To develop and deliver a comprehensive range of administrative supports to the Network in order to implement the PEIN Work Programme.	
Responsibilities include, but are not limited to:	
Working with PEIN & Networking	<p>The role involves working with PEIN and its wider stakeholders as follows:</p> <ul style="list-style-type: none"> • Internal: National Co-ordinator in Limerick office, providing administrative support to the membership of the PEIN Executive Committee, Working Groups and Northside Partnership as PEIN’s fiscal agent. • External: Statutory, Community and Voluntary Sectors, relevant Government Departments, Public representatives, Academic institutions and researchers. • Parenting Network: PEIN provides an agreed range of supports to the Parenting Network.
General Administration	<ul style="list-style-type: none"> • To provide administrative support for the overall functioning of the Network • Maintain appropriate files, records and databases and produce reports as required • Schedule meetings, book venues, produce agendas and minutes etc. • Handle correspondence and general enquiries • Gather information for funding applications, policy papers and reports as required
Finance	<ul style="list-style-type: none"> • Ensure detailed financial records are maintained in line with Northside Partnership policies and procedures while adhering to strict deadlines and providing timely and accurate information • Process income for banking and invoices for payment • Prepare financial reports as required in conjunction with Northside Partnership • Assisting the creation of regular grant and funding applications and returns as required in conjunction with the NSP Finance Manager • Assisting the preparation of monthly / quarterly PEIN finance reports in conjunction with the NSP Finance Manager.



<p>Membership Support</p>	<ul style="list-style-type: none"> • To support a strong and engaged membership through efficient administration • Support a membership recruitment strategy • Act as point of contact for existing and prospective members in terms of membership enquiries, applications and renewals • Maintain an updated membership database
<p>Event Management</p>	<ul style="list-style-type: none"> • Work closely with the National Co-ordinator to organise, promote and deliver Network events, such as <ul style="list-style-type: none"> ○ training courses ○ conferences ○ seminars ○ webinars ○ launches, ○ regional meetings etc.
<p>Communications</p>	<ul style="list-style-type: none"> • Support effective internal and external communications • Upload website content and monitor website usage • Manage social media
<p>Other</p>	<ul style="list-style-type: none"> • Deliver on the objectives of the PEIN Work Programme and complete any other required tasks as they arise relevant to the administration of the programme. • Adhere to the Policy and Procedures of Northside Partnership
<p>Person Specification</p> <p>Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is likely that the person appointed will demonstrate a genuine commitment to Northside Partnership’s ethos and vision. Northside Partnership is committed to implementing an Advantaged Thinking approach which focuses on identifying, developing and investing in skills, capabilities and assets of the people we work with. The successful candidate will ideally have the skills and attributes as detailed below.</p>	
<p>Essential skills & competencies</p>	<ul style="list-style-type: none"> • At least 3 years’ experience, in a similar role • High level of computer literacy including Sage 50 cloud accounts, Microsoft Office and Google Docs • Excellent financial management skills • Experience of using a range of platforms and resources for remote meetings and webinars • Demonstrated communication and organisational skills including the use of social media • Experience of uploading and maintaining web content • Ability to plan, prioritise and work to strict deadlines in a fast-paced environment
<p>Desirable skills & competencies</p>	<ul style="list-style-type: none"> • Training and experience in the use of Sage Accounting Software



	<ul style="list-style-type: none"> • Previous experience working in the community/voluntary sector • Adaptable and capable of working on own initiative • Ability to work effectively and cooperatively with other departments and utilise a team approach to accomplish goals
Essential Personal skills	<ul style="list-style-type: none"> • Commitment to the aims of PEIN • Willingness to work flexibly within the role, to consult when necessary and to work on own initiative as well as part of a team • Committed to continuous professional development • Detail oriented, with excellent time management skills • Problem analysis and problem-solving skills
<p>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in the position.</p> <p>The successful candidate will undertake on the job training/continuous professional development to carry out their duties effectively.</p>	

Terms and Conditions of Employment	
Location	PEIN Office, Limerick
Salary	€32,182 – €49,007 (€19,309 – 29,404 based on 21 hours per week) depending on experience
Contract Type	This is a Contract of unlimited duration, subject to on-going government funding for the role/programme.
Contract Hours	21 hours per week – working days open to negotiation
Annual Leave	22 working days (pro rata) exclusive of public holidays
Travel & Subsistence	Travel and subsistence will be paid at public sector rates
Probation	A probationary period of six months will apply
Pension	Company Pension available following probation period
Campaign Specific Selection Process	Short listing will be carried out on the basis of information supplied in the application. The eligibility criteria for short listing are based on the requirements of the post as outlined in sections of this job description under “Essential, Desirable Skills and Personal Skills”. Therefore, it is very important that candidates describe their experience in light of those requirements in their application.



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Those successful at the shortlisting stage of this process will be called forward to interview.

Date of interview: 14th May 2021