



**National Federation of
Voluntary Service Providers**
Supporting people with intellectual disability (CLG)

Job Description

Bridge to Community - Administrative Officer

Post Details:

Job Title: Bridge to Community - Administrative Officer

Salary Scale: Admin Grade V Clerical and Administrative Scale*

Tenure of Employment: Two Year Fixed Term Contract

Location: Oranmore Business Park, Oranmore, Galway. (Some flexibility for remote working may also be provided.)

Introduction:

The National Federation of Voluntary Service Providers Supporting People with Intellectual Disability (National Federation) is the national umbrella organisation of not-for-profit agencies providing direct supports and services to people with intellectual disability in Ireland. Across 53 organisations, our members support more than 26,000 children and adults with intellectual disabilities and their families, providing services and supports throughout the lifespan. National Federation member organisations have community presence and connection across large urban centres and small villages throughout Ireland. The National Federation Secretariat supports its member organisations in relation to strategic and operational areas relevant to the service provider's needs and requirements. (See www.fedvol.ie for further information)

Purpose of the Post:

Reporting to the Bridge to Community Project Lead, the Administrative Officer will be situated in the National Federation Secretariat, which is a small service focussed, outcomes-based team. The **Administrative Officer will support the establishment, facilitation and documentation of a community of practice and shared learning across voluntary intellectual disability services. The aim of this community of practice will be to foster and promote leadership in the full inclusion of people with intellectual disabilities and autism as equal and valued citizens, through the continued progression of rights-based supports. The project will support service providers to continue the transition to a community and citizenship model of support through the provision of information, training, support and leadership, and will support the development of a creative space to share resources and foster collaboration, shared learning and innovation.**

The UNCRPD places responsibility on the State and all key stakeholders to progressively work towards the implementation of models of support that are aligned with the human rights framework set out in the Convention,

and to the maximum of available resources. This includes a central focus on the model through which disability services serve as a bridge to community for the people they support; supporting individuals to reach their fullest potential as active citizens in all areas of life – including where people live, how they are included in and contribute to their communities, their access to employment, education, health and social opportunities.

Shared learning and the promotion of innovation in disability services through the development of the community of practice will promote and develop positive outcomes that support the rights of people with intellectual disabilities and autism. Achievement of the goals of the project will include maximizing the use of available resource, through positive organizational development approaches - empowering and enabling staff to support individuals with disabilities to overcome barriers to participation in society and promoting integration and access to full citizenship across the life-course.

The Administrative Officer will play a key role in the work of the Next Steps - Bridge to Community Project by arranging the effective and efficient running of the community of practice; supporting the members of the project in their engagement; supporting the development of capacity building and information sharing resources; and maintaining accurate and impactful documentation to communicate the outcomes of the project. The rights of people with intellectual disabilities are at the centre of the work undertaken in this key role.

The person appointed is required to have an understanding of and respect for working according to the mission and values of the National Federation. This requires a personal commitment to the vision expressed both in words and in style of working; a friendly professional manner as a member of the team liaising with our member organisations and key stakeholders; attention to detail; adherence to company policies, and a confidential approach to all matters.

Qualifications, Skills and Experience Required:

The appointee must have:

- A qualification (at least L.6 on the NFQ Ireland or equivalent) relevant to this role.
- Knowledge and understanding of national disability-related policy and its implementation, including familiarity with:
 - the *United Nations Convention on the Rights of Persons with Disabilities*;
 - the *Assisted Decision Making (Capacity) Act, 2015*;
 - *New Directions - Day services for adults with disabilities* policy;
 - the successor to the *National Disability Inclusion Strategy* (when published);
 - the *Action Plan for Disability Services 2024-2026*;
 - the *Housing Strategy for Disabled People 2022-2027*; and
 - the *Time to Move On from Congregated Settings* report.
- Experience of supporting work in a multi-stakeholder environment.
- A track record of positive engagement in a relevant rights-based context.
- An excellent standard in planning, organising, prioritising and meeting deadlines.
- An excellent level of proficiency in written and communication skills.
- Excellent Minute Taking skills.
- Excellent working knowledge of MS Office to include advanced level skills in MS Teams, Outlook (including scheduling), Word and PowerPoint and intermediate level skills in Excel.
- Interpersonal skills that enable you to work with people at all levels and develop strong relationships with key stakeholders; whilst maintaining confidentiality.
- Ability to prioritise and handle multiple tasks simultaneously and meet deadlines.
- Strong numerical, analytical skills and attention to detail.
- Ability to work within a team environment and be self-motivated.
- Willingness to assume responsibility, ownership and accountability.
- Diary and Inbox Management skills.
- Full Clean Drivers Licence which qualifies the candidate to drive on Irish roads is essential.

The following would be desirable in a candidate:

- Minimum of 3 years' experience working in Administrative Support or a related field.
- Experience in supporting the management of events.
- Experience in graphic layout/design (e.g., for internal communications and published reports).
- Previous experience in supporting people with Intellectual Disability and Autism to share their views.
- Experience working in a rights-based disability context and/or exposure to practice development in disability services, including participation in training such as Social Roles Valorisation, Immersion/Enhancing quality transitions training/ Next Steps.

The successful applicant will need to hold:

- A commitment to the values, aims and ethos of the UN CRPD.
- Excellent communication & interpersonal skills.
- A high level of analytical skills.
- High integrity and ethics at work.
- Commitment to Excellence.
- Knowledge of and commitment to *the Partnership Principles - Building A New Relationship between Voluntary Organisations and the State in the Health and Social Care Sectors*.

Duties and Responsibilities:

1. In close collaboration with the Bridge to Community Lead, support the establishment and facilitation of a community of practice and shared learning across voluntary intellectual disability services. In so doing, develop and implement a practice development / capacity building strategy guided by and in alignment with the UNCRPD, and which promotes service providers as a bridge to community.
2. Support service providers to continue the transition to a community and citizenship model of support through the provision of information, training, support and leadership. Implement strategies to support and promote developing competencies, pathways and supports for living, working and socializing in typical valued roles with a range of supports.
3. Support service providers in developing strategies to harness and make available resources to support innovative, rights-based, cost-effective models of practice.
4. Support the development of a creative online space to share resources and foster collaboration, shared learning and innovation focused on measures that progress rights-based models of support in line with the UNCRPD.
5. Support the Identification of key areas for shared learning and consult with members on the development of a programme of actions to foster innovation and mutual learning in relation to each key area.
6. Take the lead role in the efficient administration of the *Bridge to Community Project*, including ensuring its smooth and effective day-to-day administration, managing deadlines and maintaining support to participating services.
7. Take the lead role in managing the data associated with the project, including gathering, maintaining, collating, analysing, validating, and processing key data.
8. Maintain accurate, up-to-date records, including evaluation and case study reports from the project's Community of Practice.
9. Assist in and/or prepare reports as necessary arising from the work of the project.
10. Prepare documents for meetings including draft agendas, documents for circulation, collation of information packs for meetings, etc.
11. Support the development of a creative online space to share resources and foster collaboration, shared learning and innovation focused on measures that progress rights-based models of support in line with the UNCRPD.
12. Support the identification of key areas for shared learning and consult with members to develop a programme of actions to foster innovation and mutual learning in relation to each key area.
13. Support the effective governance of the project through engagement with, and timely and accurate reporting to the Steering Committee, National Federation Board, and Executive.
14. Support the Project Lead in identifying, assessing, managing and monitoring risks within the scope of the Bridge to Community Project.
15. Maintain up-to-date knowledge and understanding of the evolving policy and legislative landscape relevant to people with intellectual disabilities and autism, their families, their communities, and service providers that support them.
16. Support members in developing policy positions relevant to the learning emerging from the Community of Practice. Gather and present evidence in relation to practice development and impact from the project.
17. Organise dissemination opportunities for the wider disability sector, where relevant, on key areas of practice and shared learning harvested from the project.
18. Communicate effectively with members and external partners, stakeholders and the public in a manner that represents the culture, values and goals of the National Federation.

19. Manage workload to ensure that priority items are dealt with in a timely and efficient manner and that deadlines are met while ensuring that daily objectives are also progressed.
20. Respond to the priorities for action agreed by the Steering Committee of the *Next Steps – Bridge to Community Project*, the CEO and Board of the National Federation.
21. Prepare updates on the progress of the project for Steering Committee meetings, the National Federation’s quarterly General Assembly and as required for National Federation Board meetings.
22. Planning, organising and attending meetings, (online or booking and preparation of meeting venue, organising refreshments, etc).

The role of the post holder may evolve as professional, sectoral and member organisation needs change and the project progresses. The post holder will be expected to demonstrate flexibility skills that will facilitate this.

Other Duties:

- Travel to meetings in other locations as required.
- Maintain good working relationships with our Board, member organisations, and key external stakeholders including HSE and DCEDIY colleagues.
- Respond to queries from project participants and external stakeholders.
- Work collaboratively with Secretariat team members. Participate in team meetings, review sessions and planning events as required.
- Support and inform National Federation reports, presentations and documentation (including National Federation position papers and submissions, budget campaigns, Annual Report and Service Plan) with learning from the Community of Practice.
- Contribute updates on the project to the National Federation website (www.fedvol.ie).
- Our member organisations support people with intellectual disabilities and autism. You will be required to contribute to providing a welcoming, inclusive and accessible environment that supports people with intellectual disabilities and autism to participate in the work of the Federation, respectful of the rights, equality and dignity of the person.
- To support the work of the Community of Practice and for their own self-development, the holder of this post may be required to participate in on-site and/or external training as required.
- Perform duties that may be assigned by Bride to Community Project Lead, and the Chief Executive.

PARTICULARS OF EMPLOYMENT

Bridge to Community Administrative Officer (Grade V)

1. Tenure of Employment

The post is a fixed term two-year contract, subject to 6-month probationary period.

2. Location

Oranmore Business Park, Galway, with remote working flexibility.

Travel to meetings in member organisations based nationally will also be required

3. Driving Licence

A full clean driving licence which qualifies the candidate to drive on Irish roads is essential.

4. Garda Clearance / Police Clearance

Garda Clearance is a requirement for employment in the National Federation of Voluntary Service Providers. (This will be processed via the National Federation in conjunction with the successful candidate). Police Clearance is also required for candidates who have lived abroad for over six months.

5. Remuneration

*The salary for Clerical/Admin Grade V is remunerated as per national Section 39 Pay Restoration Process, having reference to Department of Health Consolidated Scales as adjudicated by the ongoing Section 39 WRC process.

6. Hours of Work

Full time, 35 hours per week Monday to Friday, with a requirement to be available outside normal office hours on occasions.

7. Annual Leave

The annual leave attached to this post is 28 days.

8. Pension Scheme

The successful candidate will become a member of the National Federation of Voluntary Service Providers' Pension & Life Assurance Scheme, which is a Defined Contribution Pension Scheme.

Informal enquiries to Chief Executive, Alison Harnett on 091-792316

Closing date for receipt of CV and application form to ceo@fedvol.ie is **5pm on 2 May 2025**

**Shortlisted candidates will be required to undertake a brief writing task
during interview - Date to be confirmed.**

The National Federation of Voluntary Service Providers is an equal opportunities employer.