



## CDI Associate Quality Specialist Panel Information Sheet

CDI wishes to recruit a panel of **Associate Quality Specialists** to support the high-quality delivery of our evidence-informed interventions. This panel is being established to enable CDI to draw on a range of professionals with relevant experience and expertise, on an occasional basis. Panellists will be selected to work in a range of areas, as required, which may include:

### **Person Specification and Key Competencies:**

- **Implementing evidence-informed practice** – supporting organisations to use an outcomes-based approach to delivering evidence-informed practice
- **Literacy** – supporting the high quality delivery of CDI’s suite of literacy programmes, including Doodle Den Programme: (An afterschool literacy programme aimed at children in Senior Infants); Doodle Families: (A literacy support for First Class children and their parents); the Dolly Parton Imagination Library (a book gifting scheme for children from birth to five years of age) and Doodle Steam (aimed at improving parental confidence and competence in introducing STEAM related activities into the home)
- **Parental Supports** – supporting the engagement of parents and carers in their children’s care, development and education
- **Research, evaluation and report writing** – undertaking specific reviews and assessments of CDIs work, to understand and share CDIs impact.

### **The Role**

The role of Associate Quality Specialist (AQS) is to support the implementation and monitoring of evidence-informed interventions through the provision of knowledge, skills and expertise. The AQS will provide information, objective support and feedback which allows performance monitoring and enhancement through an effective training, coaching and support programme.

### **Roles and Responsibilities:**

The AQS may support practitioners, service providers and/or parents through all or any of the following:-

- Provision of information on all aspects of the intervention/approach, content and methodologies
- Site visits, phone and email support
- Development and delivery of training to front-line staff and /or managers
- Small group sessions to up-skill in agreed specific areas
- Signposting to relevant resources
- Co-operation with external evaluators of the initiative

- Engagement with and promotion of online fora
- Facilitation of and participation in Communities of Practice
- Development and review of practice DVDs and one-to-one mentoring sessions
- Capacity building for managers to support them in taking on the Quality Assurance role
- Contributing to an overview of the service by gathering data, recording visits, video footage, samples of children's work, teacher comments, etc.
- Liaison with CDI in relation to all implementation, service delivery and assessment issues
- Preparation of documentation and reports to CDI
- Other work as may arise in the development and implementation of the work.

### **Person Specification and Key Competencies:**

The following key competencies are required of the applicant:

1. Knowledge of the sector and relevant experience;
  - Knowledge of CDI interventions and other relevant evidence informed programmes
  - Experience in delivering training to adults and/or group facilitation
  - Knowledge of implementation science approaches and supports
  - Experience of working in disadvantaged communities
  - Experience of implementing new initiatives in organisations or communities.
2. Leadership and Management;
  - Ability in and experience to provide leadership and capacity building supports via training, coaching and support as set out in the roles and responsibilities section
  - Proven capacity to work independently and as part of a team
3. Communications:
  - Excellent interpersonal and communication skills
  - Report writing skills
  - Presentation skills.
4. Planning and organising:
  - An enterprising approach to tasks and the capability to undertake innovative and challenging work
  - Attention to detail
  - Excellent organisational management and ICT skills
  - Data collection, management and analysis.
5. Analytical decision making and problem solving skills;
  - An understanding of the issues and processes which support effective implementation, and a creative approach to finding solutions.

### **Qualifications;**

A third level qualification in teaching, literacy, early education, training or a related field is essential.

All applicants must be legally able to work in Ireland.

Quality Specialists will be required to participate in CDI training as appropriate to their role.

**Remuneration and mileage:**

- ASQ's will be paid at a rate of €39 per hour, which includes 22% holiday provision
- Travel rates will be paid as follows:

Engine Capacity	Up to 1200cc	1201cc to 1500 cc	1501cc and over
Up to 6,437km	39.12 cent per km	46.25 cent per km	59.07 cent per km

**Application Details:**

Please e-mail your CV and completed application form to Holly McGann on [holly@cdi.ie](mailto:holly@cdi.ie) by **4pm** on **Monday 4<sup>th</sup> December, 2023**.

For more information on CDI or any of our programmes please visit [www.cdi.ie](http://www.cdi.ie) or for informal enquiries contact Jonathon Doyle [jonathon@cdi.ie](mailto:jonathon@cdi.ie)