National Federation of Voluntary Service Providers

Supporting people with intellectual disability (CLG)

Job Description

Advancing Oral Health Equity in Disability

Keep My Teeth Project Training Lead

Post Details:

Job Title: Project Training Lead "Keep My Teeth" - Advancing Oral Health Equity in Disability

Salary Scale: Grade V Clerical and Administration

Tenure of Employment: 18 month contract, 4 days per week

Location: Oranmore/Dublin region to be agreed with successful candidate. Travel and overnight stays nationally will be required to support implementation initiatives. Flexibility for hybrid working may 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 over 50 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:

The Keep My Teeth (KMT) Project Training Lead will work in the Keep My Teeth team as part of the National Federation Secretariat team, which is a small service focused, outcomes-based team, and in close collaboration with the Trinity Centre for Ageing and the Life Course in Intellectual Disability and the Dublin Dental University Hospital.

KMT is a disability service-led initiative designed to sustainably improve oral health outcomes for people with intellectual disabilities and/or autism in Ireland. Aligned with best practice in inclusive healthcare, KMT is a preventative oral health intervention, integrating evidence-based research, capacity-building training, and service-level implementation supports, to embed daily mouthcare as a health priority. The aim of the project is to improve the oral health of people with intellectual disabilities and/or autism in Ireland through skill development, planning support, and organisational capacity.

Article 25 of the *United Nations Convention on the Rights of Persons with Disabilities* places responsibility on the State and all key stakeholders to provide quality healthcare; through early identification, intervention and preventative measures - to uphold the right of people with disabilities to enjoy the highest attainable standard of health, including oral health. Keep My Teeth also supports Commitment 19 of the *National Human Rights Strategy for Disabled People*, aimed at improving oral health.

The Training Lead will play a key role in delivering this project by working closely with colleagues in the KMT Project Team to lead and coordinate the Keep My Teeth project implementation; deliver training, create and maintain comprehensive project documentation, plans and reports; managing project workflows and deadlines; liaising with all stakeholders regarding project requirements and tasks; and coordinating the evaluation of the Keep My Teeth programme.

As a member of the National Federation team, the Training Lead will support member organisations to implement this project while keeping the rights and needs of people with intellectual disabilities at the centre of all work undertaken. 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:

- An NFQ Level 6 qualification relevant to this role.
- Experience working in disability services or a related area.
- An excellent standard in planning, organising, prioritising and meeting deadlines.
- An excellent level of proficiency in written and presentation 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, and other relevant IT applications
- Experience in monitoring, evaluating and reporting on programs and projects
- Ability to prioritise and handle multiple tasks simultaneously and meet deadlines.
- Strong numerical, analytical skills and attention to detail skills.
- Interpersonal skills that enable you to work with people at all levels and develop strong relationships with key stakeholders.
- Willingness to assume responsibility, ownership and accountability.
- Interpersonal skills that enable you to work with people at all levels.
- Understanding of the necessity to maintain confidentiality.
- A commitment to equity, diversity and inclusion
- Full Clean Driver's Licence which qualifies the candidate to drive on Irish roads is essential.

The following would be desirable in a candidate:

- A track record of delivering projects in a complex multi-stakeholder environment.
- Train-the-Trainer qualification. Strong track record of delivering training

- 3 years' experience working in disability services.
- Project experience in the voluntary sector, intellectual disability service provision

The successful applicant will need to hold:

- A commitment to the values, aims and ethos of the UNCRPD.
- 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. Coordinate delivery of the Keep My Teeth Project.
2. Manage project budget, workflows and deadlines in collaboration with Keep My Teeth team members.
3. Plan and deliver the nationwide roll out of the Keep My Teeth Training Programme:
    - Schedule Keep My Teeth Training in collaboration with National Federation Member Organisations and team colleagues, and with consideration of demand, budget, facilities, etc.
    - Recruit and organise Train the Trainer courses nationwide, and deliver training.
    - Support trainees to roll out the KMT Training Programme in their services.
    - Coordinate, monitor and quality assure the delivery of training across services.
4. Coordinate the evaluation of the KMT project including PPI, test-site liaison, recording process for process and cost effectiveness evaluation.
5. Develop and support a Community of Practice to ensure sustainability.
6. Support the development of oral health policy, reports, presentations and documentation.
7. 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.
8. Manage correspondence of a highly confidential and sensitive nature and ensuring that appropriate confidentiality is maintained at all times.
9. Prepare documents for meetings including draft agendas, documents for circulation, collation of information packs for meetings, etc.
10. Record, prepare and issue action points and minutes in a timely and professional manner.
11. Participate in team meetings, review sessions and planning events as required.
12. Provide updates on the work undertaken for the National Federation's quarterly General Assembly and as required for Board meetings.

The role of the post holder will not be limited by reference to this job description. It would be expected that the role will evolve as professional, sectoral and member organisation needs change and the postholder will be expected to demonstrate flexibility skills that will facilitate this.

Other Duties:

- Performing other duties that may be assigned by the Chief Executive (or designate).
- Travel to project specific locations as required.
- Act as liaison where required and maintain good working relationships with our Board, member organisations, and key external stakeholders.
- Respond to queries from project participants and external stakeholders.
- Work collaboratively with the Keep My Teeth Administrative Officer and NFVSP 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, business cases, Annual Report and Service Plan) with learning from the KMT project.
- 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.
- As part of the environment of the National Federation and for their own self-development, the holder of this post is required to participate in on-site and/or external training as required.

PARTICULARS OF EMPLOYMENT

Keep My Teeth Training Lead (Grade V Clerical and Administrative Officer)

1. **Tenure of Employment**

   The post is 18 months subject to 6-month probationary period.

2. **Location**

   Oranmore/Dublin to be confirmed with the successful candidate. Some travel and overnight stays will be required nationally. Flexibility for hybrid working may also be provided.

3. **Driving Licence**

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

4. **Garda Clearance / Police Clearance**

   This role may be subject to Garda Vetting. (This will be processed via the National Federation in conjunction with the successful candidate). Police Clearance may also be required for candidates who have lived abroad for over six months.

5. **Remuneration**

   *The salary for Clerical/Admin Grade V is renumerated 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**

   4 days per week between Monday and Friday, with a requirement to be available outside normal office hours on occasions.

7. **Annual Leave**

The annual leave attached to this post is 22.4 days.

8. **Pension Scheme**

The successful candidate will become a member of the National Federation of Voluntary Service Providers' Pension & Life Assurance Scheme. This is a contributary Pension Scheme.

Informal enquiries to Helena Connors on 091-792316/ helena.connors@fedvol.ie

Closing date for receipt of completed application form plus CV to ceo@fedvol.ie is 5pm on 4 December 2026

Shortlisted candidates may be required to deliver a short presentation and a brief writing task during interview- Date to be confirmed.

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