



Childhood Development Initiative Ltd
Recruitment Information Pack

Data Specialist

The contents of this Information Pack relate to the recruitment of **Data Specialist**.
The closing date for applications is (3pm on Monday 22nd July, 2024).

About CDI:

We are dedicated to improving the lives of children, families, and communities in Tallaght and Ireland, every child in Ireland deserves to be thriving, healthy, happy and free from poverty, and CDI is dedicated to making this happen.

We collaborate, work in and with communities, and develop services and programmes once a need has been identified using research, and we use this data to inform all of our work.

CDI's overall objective is that every child in Ireland is thriving, healthy, happy, and free from poverty. We work in partnership, taking a strengths-based, family- and child-centred approach; using evidence, innovation, and prevention and early intervention approaches to underpin our work. In addition to the direct work to improve outcomes for children and families, CDI supports parents to enhance their confidence and skills to enable children to achieve their milestones and delivers a range of capacity building measures for professionals.

About the Role:

The overall purpose of this role is to strengthen and maintain CDI's monitoring and evaluation systems and support CDI staff and contracted services to maximise the collection, analysis, and utilisation of data.

Position Description:

The post holder will:

- Oversee the operationalisation of programme logic models and monitoring and evaluation plans
- Analyse and interpret CDI programme data, and compile reports on findings and implications
- Support the development of the organisation's information management system including online storage, consistent processes and effective reporting
- Examine, extract, and interpret published data (such as the national Census or Growing up in Ireland) to inform service planning and for comparative purposes
- Support and train CDI staff and stakeholders, to ensure high quality monitoring and evaluation processes
- Support external consultants to conduct external programme evaluation processes
- Contribute to CDI consultancy services through design and delivery of training and implementation of bespoke data collection as required

- Represent CDI on external structures, promoting the value of evidence informed processes.

Any other duties as required.

Essential and desirable qualities:

The successful candidate will have the following:

- Strong quantitative and qualitative data collection and analytical skills
- Excellent technical skills including SPSS and Excel
- Experience and skills in managing multiple projects/tasks at the same time with a focus on deliverables
- Strong communication, reporting and visualisation skills
- Capacity to mentor across a range of disciplines and sectors.

The following are desirable areas of expertise:

- Understanding of data protection legislation and procedures
- Knowledge of the community and family services sector
- Understanding of approaches to working effectively with disadvantaged communities.

Terms and Conditions:

The following terms and conditions apply:

Salary:

Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7
45,831	48,123	50,414	52,705	54,997	57,289	59,580

Working week: 37.5 hours per week.

Annual leave: 26 days per year.

Employee Assistance Programme.

Hybrid working following successful completion of the probation period.

Application Process:

- Please submit your CV and Application Form to info@cdi.ie by (3pm on Monday 22nd of July 2024).
- CDI takes a competency-based approach to our recruitment processes and the interview will provide you with an opportunity to demonstrate your skills, knowledge and experience.

Shortlisting and Interviews:

- Shortlisting will take place on Monday 22nd July, and interviews will be held on Friday 26th July in the CDI offices, Fettercairn, Dublin 24.