Information Guide

Liaison Officer
City of Dublin Youth Services
Specific Purpose Contract
Ref: LOPSP26

City of Dublin ETB is the state education and training authority for Dublin city with over 3,000 staff who provide education and training opportunities for over 34,000 people.
We do this through running Community National Schools, Community Special Schools, Community Hospital Schools and 11 Community Colleges across the city. Our City of Dublin FET College operates across four campuses with 9 faculties in the city, providing Post Leaving Certificate courses, apprenticeships, traineeships and a range of further education and training opportunities for adults. We also provide education services in seven prisons and fund a range of Community Training Centres and Local Training Initiatives.
City of Dublin ETB supports the provision, coordination, administration and assessment of youth work in Dublin city, and is the lead partner in Music Generation Dublin City. City of Dublin ETB is also responsible for Student Universal Support Ireland (SUSI), the national awarding authority for student grants in Ireland.
Our provision is supported by the Head Office administrative staff in Ballsbridge. Other support services include a psychological service, a curriculum development unit, a learner support and engagement service, an employer engagement service, a data and strategic planning unit and a buildings maintenance unit.

In accordance with the Education and Training Board's Act 2013, the role of City of Dublin ETB is to support the provision, coordination, administration and assessment of youth work services in its functional area and provide such information as may be required by the Minister for Education & Youth in relation to this support. This function is delivered in City of Dublin ETB by City of Dublin Youth Services.

City of Dublin ETB provides a range of services through City of Dublin Youth Services including:

- Administering grant aid to youth work services and projects & clubs and groups in Dublin City on behalf of the Department of Education & Youth.
- Administering grant aid to interim drugs task force projects on behalf of the Drugs Policy, Refugee and Inclusion Health Unit of the Department of Health.
- Ensuring value for money in funded organisations.
- Ensuring the efficiency and effectiveness of management structures at local level, monitoring activities, expenditure and general governance of funded organisations.
- Assisting youth projects/services and voluntary youth clubs/groups to develop and deliver services and supports to young people.
- Implementation of the Department of Education & Youth National Quality Initiatives.

City of Dublin Youth Services co-operates and works with a broad range of statutory and voluntary agencies, both at Dublin city and at national level. We are committed to maintaining strong working relationships within the City of Dublin ETB, Dublin City Council, boards of funded organisations, local community development organisations, and national youth work service providers and regional youth services throughout the country.

Please note that a panel may be formed from which future vacancies at permanent, specific purpose and fixed term Liaison Officer Level that may arise may be filled.

Proposed Timeframe	Shortlisting will commence on: 10th December 2026 Interviews will commence week beginning: 14th December 2026 ***All dates are subject to change and are for guidance only***
Location of Position	The position will be based in City of Dublin Youth Services, 70 Morehampton Road, Donnybrook, Dublin 4, D04 X797.
Salary	For persons entering public service for the first time, starting pay will be at the minimum point of the Liaison Officer salary scale, €43,599 per annum (pro rata). This is not negotiable. An incremental salary scale applies thereafter. Previous public sector experience may be eligible for incremental credit, to be determined upon appointment.

Annual Leave	29 working days per annum (pro rata)
Hours of Work	35 hours per week
Summary of Position	The Liaison Officer plays a key role in supporting, developing, and monitoring youth work projects & services and volunteer led clubs and groups across the City of Dublin ETB area. The post focuses on strengthening funded organisations and volunteer-led youth groups through support and funding schemes. The role involves supporting service planning, needs identification, and training, as well as co-ordinating with stakeholders to enhance provision and ensure effective governance. The Liaison Officer also reviews and makes recommendations on grant applications, monitors programme quality and funding use, and contributes to the ongoing development of youth work in line with national and local priorities. This is a specific purpose contract to cover a temporary promotion which is expected to cease in June 2028.
Essential Requirements	• A recognised third level qualification (level 8) in one of the following areas: Youth and Community Work, Social Work, Education or other relevant discipline.
Desirable Requirements	• Experience and knowledge of youth work practices and programmes in the youth work sector particularly in respect of marginalised young people and disadvantaged communities. • Experience and knowledge of the Quality Standards Frameworks relevant to the sector. • Knowledge of Department of Education & Youth Work Policy/National Strategies. • Two years' experience of working directly in the community/voluntary/youth work sector. • Excellent planning, organisation, communication and teamwork skills. • Good analytical, negotiation and decision-making skills. • Proven track record of working in partnership and building positive relationships with internal and external stakeholders. • Good report writing and ICT skills. • Experience of financial and budget management and oversight. • Understanding of the role of Voluntary leadership in the youth sector.

Principal Duties and Responsibilities	The general duties and responsibilities listed below are not a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post while in office.
	
	The focus of the post will be on the support, development and monitoring of funded organisations and volunteer led youth groups. The general duties and responsibilities listed below are 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 from time to time and to contribute to the development of the post while in office:
	
	• Support the provision and development of youth work;
	  ○ Implementation of the National Quality Standards Framework and National Quality Standards for Volunteer-led Youth Groups.
	  ○ As part of the Department of Education & Youth Targeted Youth Funding Schemes (including UBU, TYESI etc) support the City of Dublin ETB/City of Dublin Youth Services role in delivering the key elements of the process.
	  ○ As part of the UBU and Targeted Youth Funding Scheme support the City of Dublin ETB/City of Dublin Youth Services role in developing Service Requirements/Funding Recommendations to Department of Education & Youth
	  ○ Support the roll out and implementation of the National Youth Strategy.

	○ Progress the development and implementation of the City of Dublin ETB and City of Dublin Youth ETB Strategy and Annual Operational Plans. ○ Support developmental work and training as identified through quality standards processes and the youth work plan. ○ Identify emerging youth work needs for the City of Dublin ETB area in consultation with senior management and other relevant stakeholders. ○ As appropriate, support the application process for funding to support gaps in youth work services in collaboration with other stakeholders. ○ Participate in relevant needs identification and services mapping exercises. ○ Develop proposals for enhancing service provision where necessary. ○ Promote and support the delivery of training programmes as required • Support the co-ordination of youth work; ○ Support and participate in intra-agency and interagency collaborations to maximise the efficiency of local services. ○ Support the development of new structures and projects as required. ○ Be involved in area based initiatives related to services for young people where relevant. • Supporting the administration of youth work; ○ Support grant application processes and make the necessary recommendations to City of Dublin Youth Services/ City of Dublin ETB management. ○ Process the annual progress reports and complete any necessary reports. ○ Identify issues with regards to individual projects/organisations and contribute to the process of negotiating changes and developmental improvements. ○ Prepare reports on individual projects / services for City of Dublin Youth Services/ City of Dublin ETB and other relevant bodies as required. ○ Process and make recommendations on grant applications to voluntary groups and funded organisations as required. ○ Support recruitment processes in funded organisations as required. ○ Ensure funded organisations supply City of Dublin Youth Services/ City of Dublin ETB with all relevant documentation and follow up as required. ○ Maintain on-going governance and performance oversight of funded organisations as per relevant circulars, Service Level Agreements and City of Dublin ETB rules/regulations. ○ Ensure all funded organisations adhere to the requirements set out in the City of Dublin ETB service level agreement and appendices. • Supporting the assessment of youth work; ○ Seek to improve and assure value for money and the improvement of services to young people. ○ Participate in the reform of youth funding programmes including participation in Department of Education & Youth events for Liaison Officer / Youth Officer Engagement. ○ Maintain and implement Department of Education & Youth quality standards initiatives. ○ Monitor the quality and effectiveness of the programmes, projects and services funded. ○ Monitor the use of the funding provided to ensure it is consistent with the application. ○ Represent City of Dublin ETB/City of Dublin Youth Services on relevant external structures. ○ Ensure that management are informed of any issues / developments and/or observations relevant to general governance of clubs, projects and services. ○ Contribute to City of Dublin Youth Services s objectives as set out in the annual service plan. ○ Attend and actively participate in training as organised.

	○ Promote the City of Dublin ETB/City of Dublin Youth Services values and ethics. ○ Promote a positive image of City of Dublin ETB/City of Dublin Youth Services
Competencies	***Leadership Potential*** • Brings a focus and drive to building and sustaining high levels of performance, addressing performance issues as they arise. • Works collaboratively with stakeholders, sets out a vision of high quality services, focusing on the needs of young people. • Motivates and supports colleagues and stakeholders. • Operates with self-assurance and demonstrates ability to handle challenging situations confidently. ***Analysis and Decision Making*** • Researches issues thoroughly, consulting appropriately to gather all information needed. • Understands complex issues quickly, accurately absorbing and evaluating data. • Possesses analytical and problem solving skills. • Integrates diverse strands of information, identifying inter-relationships and linkages. • Makes clear, timely and well-grounded decisions on important issues, considering the wider implications of decisions on a range of stakeholders. • Capacity to make good business decisions based on facts and data. • Demonstrates the ability to successfully implement process change. ***Delivery of Results*** • Takes responsibility for challenging tasks and delivers on time to a high standard. • Plans and prioritises work in terms of importance, timescales and other resource constraints, reprioritising in light of changing circumstances. • Ensures controls and performance measures are in place to deliver efficient and high value services. • Effectively manages multiple projects. ***Interpersonal and Communication Skills*** • Demonstrates high level communication skills (verbal and written) including negotiation skills. • Demonstrates proficiency in the use of Microsoft excel, word and presentation software. ***Specialist Knowledge, Expertise and Self-Development*** • Have a clear understanding of the role of Liaison Officer. • Demonstrate a focus on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role. • Demonstrate experience and understanding of governance, risk, compliance frameworks and processes. • Demonstrate a knowledge of relevant legislation and requirements. • Possess the knowledge and experience to discharge the functions of the post. ***Drive and Commitment to Public Service Values*** • Is self-motivated and shows a desire to continuously perform at a high level. • Is personally trustworthy and be relied upon. • Through leading by example, fosters the highest standards of ethics and integrity. • Demonstrate the ability to work in a politically sensitive environment. **Note:** Having read the competencies and thought about the demands of the role, for each of the above competencies candidates will be asked, on the application form, to demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date which clearly demonstrates your suitability for this position, within your application form.

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<tr><td></td><td>Ideally you should include all elements of the STAR competency framework which is outlined as follows:

<table><tr><td>Situation</td><td>Present a challenging situation you found yourself in.</td></tr><tr><td>Task</td><td>What did you need to achieve from the situation?</td></tr><tr><td>Action</td><td>What action did you personally take to achieve this?</td></tr><tr><td>Result</td><td>What was the result of your action?</td></tr></table></td></tr>
<tr><td>Terms & Conditions of Appointment</td><td>The appointment will be subject to the sanction of the Chief Executive.
Any offer will be subject to the receipt of two satisfactory references.
The appointment will have a probationary period, details of which will be stipulated in the contract of employment.
This is a specific purpose contract to cover a temporary promotion.
Appointment is to City of Dublin ETB as a whole. City of Dublin ETB reserves the right to transfer an Officer as the needs of the organisation dictate.
The person appointed to the post will be required to contribute to the relevant Superannuation Scheme.
For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at City of Dublin ETB’s expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB.
Extern work may not be undertaken without the prior consent of City of Dublin ETB.</td></tr>
<tr><td>Citizenship Requirements</td><td>Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply.
Please visit the link below for updates to these requirements:
Coming to Work in Ireland - Workplace Relations Commission

Please note that upon appointment the successful candidate must have valid right to work status.</td></tr>
<tr><td>Termination</td><td>The appointment will be terminated by one month’s notice in writing on either side.</td></tr>
<tr><td>Garda Vetting</td><td>City of Dublin ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the organisations recruitment and selection process, offers of employment to all posts will be subject to NVU disclosures, where applicable.
City of Dublin ETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.</td></tr>
<tr><td>Sick Leave and Special Leave</td><td>Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for Officers employed under the Schemes of Education and Training Boards.</td></tr>
<tr><td>Superannuation & Retirement</td><td>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Full details of the Scheme are at www.singlepensionscheme.gov.ie.
Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.</td></tr>
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	Key provisions attaching to membership of the Single Scheme are as follows: • Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age). • Retirement Age: Scheme members must retire on reaching the age of 70. • Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI). • Post retirement, pension increases are linked to CPI.
Pension Abatement	If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.** However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
Department of Education Early Retirement Scheme for Teachers Circular 102/2007	The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).
Exclusions	Candidates should note that persons who have taken part in Public Service early retirement schemes including the following are not eligible to take part in this competition: **Incentivised Scheme for Early Retirement (ISER):** It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the ***same employment or the same sector***. Therefore, such retirees may not apply for this position. **Department of Health and Children Circular (7/2010):** The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition. People who availed of VRS scheme and who

	may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility). **Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013:** The Department of Environment, Community & Local Government Circular Letter LG (PP) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed below, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 - 2011 and the Public Service Pensions (single Scheme and other Provisions) Act 2012) for a period of two years from their date of departure under this Scheme. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor). **Collective Agreement Redundancy Payments to Public Servants:** The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payment to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public interests Acts 2009 – 2011) for a period of two years from termination of the employment. People who have availed of this scheme a who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).
Ill Health Retirement	Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.
Pension Accrual	A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.
Additional Superannuation Contribution	Please note that an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017 is payable for this employment.
Declaration	Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.
Referees	Candidates must supply details of two referees on their application form, please note that these referees should have knowledge of you and your work to whom professional reference can be made. One of which should be your current or most recent employer. Referees may be contacted pre or post interview directly by City of Dublin ETB at its convenience and without further notice to candidates.

Notes:

- Applicants must create a profile in order to apply for positions via our online system, which can be done through the link application link.

- Creating a profile is **NOT** applying for a position.
- After a profile is created only then can positions be applied for. The system will generate an email advising that a position has been applied for, and will provide the reference number, if you do not receive this confirmation you have not applied for the position.
- Candidates with queries should contact applications@cdetb.ie for assistance quoting the reference number, however candidates with technical queries should use the help function available at the login area in the first instance.
- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 Noon deadline on the specified closing date**.**
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications may not be considered.
- All enquiries regarding your application should be made to applications@cdetb.ie. You must use the post reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.
- Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by City of Dublin ETB.

Completed online applications should be submitted no later than:

12 noon on Thursday 10th December 2026

Late applications will not be accepted. Shortlisting may take place.
Canvassing will disqualify.
City of Dublin Education and Training Board is an equal opportunities employer.

Dr. Christy Duffy,
Chief Executive.