

## **Write-Minded Family and Community Literacy Development Officer – Job description**

### **Introduction to *youngballymun***

*youngballymun* is a ten-year systemic change strategy aimed at enhancing learning and well-being outcomes for children and young people in Ballymun and contributing to policy and practice development nationally and internationally. It has secured joint-funding from the Atlantic Philanthropies and the Office of the Minister for Children through the Prevention and Early Intervention Programme for the implementation of the first five years of the strategy.

The Write-Minded Family and Community Literacy Development Officer will support the ongoing development of language and literacy within the community of Ballymun as outlined in the Write Minded Family and Community Strand service design. Write Minded is an integrated strategy that works across both school and community settings to support literacy development. The Family and Community strand of Write Minded, along with the in-school strand, aims to improve the literacy attainment of children and young people in Ballymun through increasing the time, focus and quality of attention given to supporting literacy development in children and young people.

Operating from strength based perspective, the role of the Family and Community Literacy Development Officer is to:

- **Increase the focus within the family and community on literacy**
- **Increase the time dedicated to supporting literacy development within the family and community**
- **Increase the quality of attention given to supporting literacy development within the family and community**

#### **a) Increase the focus within the family and community on literacy**

Increasing awareness of the importance of literacy and the capacity within the family and community to support literacy development will be key role of the Family and Community Literacy Development Officer.

The Family and Community Literacy Development Officer will:

- Develop and drive the delivery of a community literacy awareness raising strategy with key partners
- Work with key partners to increase the engagement of families in activities that focus on literacy development
- Actively promote the importance of speaking, listening, reading and writing within the family and community in partnership with key local agencies

#### **b) Increase the time dedicated to supporting literacy development within the family and community:**

Increasing the time dedicated to literacy development is key to improving literacy outcomes. While a significant amount can be achieved within the school setting to support literacy development, time spent outside of the school setting has been identified as crucial to enhancing literacy outcomes.

The Family and Community Literacy Development Officer will:

- Develop and drive an out of school literacy strategy with key service partners. The focus of this strategy will be around the development of activities and supports to take place over the summer and holiday periods.

- Develop and drive the expansion of the existing afterschool services and supports in close collaboration with both community and school partners. The purpose is to make afterschool services and supports universally available across the community.

**c) Increase the quality of attention given to supporting literacy development within the family and community**

The Family and Community Literacy Development Officer will be a core part of the Write Minded team and will be supported by the Literacy Coordinator and Oral Language Development Officer. Within the Family and Community strand of Write Minded the Family and Community Literacy Development Officer will:

- Coordinate the delivery of language and literacy development training and capacity building to both local residents and local practitioners working with children and young people
- Collaborate with key partners to identify and develop innovative ways to engage children and young people in language and literacy based activities and projects – increasing the uptake and accessibility of services within and across the community.

**Community Engagement:**

Core to the success of this role is the capacity to engage the community and families in learning, awareness raising activities and reflection. Building and developing relationships with key service partners who engage with the community is the main route through which the Family and Community Literacy Development Officer will deliver services and supports to the community. The Family and Community Literacy Development Officer will also engage with the Literacivic strategy.

**Evaluation:**

Evaluation is a key feature of the *youngballymun* strategy. Each of the six services will be evaluated in addition to the overall *youngballymun* strategy. The role of the Write Minded Family and Community Literacy Development Officer will include close collaboration with evaluators and external experts to both inform and support the evaluation of the family and community strand. Some of the key tasks in relation to the evaluation might include:

- Conducting a base-line assessment
- Developing and implementing systems for ongoing monitoring and evaluation
- Ongoing documentation and review
- Collaboration with researchers and external experts

**Personal attributes, skills, qualifications and experience:**

The Family and Community Literacy Development Officer will work collaboratively with the *youngballymun* Programme Manager, the Literacy Coordinator, the Oral Language Development Officer, an expert advisory group, and with the Write Minded Implementation Team.

This role requires an individual who is self-motivated, with demonstrable organisational skills, able to work off his or her own initiative, able to build and maintain positive relationships, and committed to enhancing literacy for children and young people in Ballymun. In addition, the suitable candidate will have:

- A relevant third level qualification
- Extensive experience of working with children
- Experience of community development
- An understanding of the nature of educational disadvantage
- A proven track record of programme delivery to a high standard
- Leadership and administrative skills
- Organisational and IT skills
- Data capturing and monitoring
- Excellent presentation, communication and interpersonal skills
- The ability to maintain attention to detail at all times and assure quality standards
- Own means of transport and a full driving licence