

## Children's Caseworker roles



<b>Job title:</b>	Children's Caseworker  Two roles are being recruited	<b>Working Hours:</b>	Full-time 7 hours per day 5 days per week  Part-time working available
<b>Location:</b>	Dublin office, 37 Killarney Street, Dublin 1, D01 NX74	<b>Travel outside Dublin:</b>	Role will involve travel in the Dublin and Leinster area frequently and often throughout Ireland
<b>Salary:</b>	€42,000 - €45,000 p.a. depending on experience & qualifications	<b>Reporting to:</b>	Information and Advocacy Service Manager
<b>Annual Leave:</b>	25 days Pro rata FTE	<b>Contract duration:</b>	12 Months Permission to work in Ireland is essential.
<b>Date posted:</b>	18 <sup>th</sup> September 2025	<b>Application Deadline:</b>	3 <sup>rd</sup> October 2025

### Introduction and overview

#### Introduction

Our work involves services and support to people seeking international protection and refugees. We provide information and early legal advice. We also provide integration supports around housing, education, employment, youth work and resettlement. Through our services we identify trends and issues that require change and advocacy

#### Our values

##### *People centred:*

We recognise the agency and dignity of all people and are guided by the voices and testimonies of people with lived experience of the protection process.

##### *Rights-based:*

International, EU and Irish human rights law frameworks, including the right to seek protection

and to dignified reception conditions, are at the core of our work.

*Excellence:*

We aspire to excellence in all aspects of our work and are committed to sharing our knowledge and best practices and to listening to and learning from others.

*Partnership:*

We partner and collaborate with and support the broad ecosystem of organisations, activists and communities working with refugee led organisations and refugees across Ireland and Europe.

*Misneach:*

Misneach is an Irish word meaning courage or spirit. We are relentless and fearless in striving for a better world for refugees and fulfilling our charitable mission.

### **Overview of the role**

The Children's Caseworker will support children seeking international protection, who arrived to Ireland unaccompanied and are being cared for by the Child and Family Agency (Tusla), in the international protection process.

These are challenging yet highly rewarding roles, offering the opportunity to make a meaningful impact in the lives of vulnerable young people seeking safety in Ireland.

The International Protection Act 2015 primarily outlines the application process for international protection and designates Tusla to make applications on behalf of unaccompanied children. The Child Care Act of 1991 and the Child and Family Agency Act of 2013 Section 8, facilitates Tusla to engage a third party or 'any such person as it (Tusla) may determine' to make the application for international protection on their behalf.

Tusla has identified and engaged the Irish Refugee Council as a third party to provide representation for separated children and young people seeking international protection through their application and/or appeal in the international protection application process. This is a new service operated on referral from and funded by Tusla.

The project will take a child- centred and trauma-informed approach. The project will inform children of their rights and obligations in a child-friendly manner, with a main purpose to assist in the process of applying for international protection with and on behalf of the child.

The Children's Caseworker will work as part of the Irish Refugee Council team and will also liaise with relevant Tusla staff and/or accommodation staff, as well as interpreters and children's relevant legal representative, when appointed.

The objectives of the service include:

- Deliver a child-centred, trauma-informed support service to unaccompanied minors seeking international protection.

- Through knowledge exchange, garnered in the provision of this support, contribute to the work of all stakeholders in meeting Ireland's legal and other obligations and commitments.
- Build a best practice model of service provision, through ongoing service evaluation, development and stakeholder engagement.
- Enable decision-makers to make strong, coherent decisions with relevant facts available to them.

Specifically, the service is tasked with:

- Appointment /allocation of a representative for the child/young person within 3 weeks.
- Complete the application for international protection on behalf of the child/young person.
- Ensure the child /young person has access to legal advice.
- Accompany the child/young person to any relevant interviews/meetings in respect of their application

## **Job Description**

### **Key Responsibilities and Duties:**

- Meeting the child and introducing the service:
- Accompanying the child as they lodge their application for international protection at the International Protection Office (IPO)
- Supporting the child with the questionnaire for submission to the IPO. This may involve working with sensitive topics as the child may speak about trauma
- Accompanying the child to the IPO for their substantive interview at the IPO
- Supporting the child with appeals, if necessary. The caseworker will liaise with both the assigned Tusla Social Worker, as well as the assigned legal representative as/ when appropriate
- The caseworker will also liaise closely with the Legal Aid Board

### **Additional Responsibilities:**

- Keep up to date on matters relating to international protection in Ireland, especially as they relate to children engaging with that process
- Engage with children within the international protection process in a professional, child-centred, and trauma-informed way
- Arrange and facilitate multi-stakeholder meetings with relevant partners including, but not limited to, Tusla Social Workers, and Legal Representatives
- Advocate on behalf of children within the International Protection Process
- Refer children to supports within and outside of the organisation
- Update CRM and maintain client files
- Participate in IRC team meetings and casework meetings
- Maintain and encourage a welcoming office space

- May be asked to assist at Irish Refugee Council events and support with organising outreach and online events.

**Please note:**

The duties as outlined above are indicative of the main activities to be undertaken. They are not intended to be exhaustive, and they may be subject to reasonable change in line with the future direction and changing needs of the organisation.

**Person Specification: Qualifications, Experience, and Skills Required**

**Required**

- Passionate about refugee rights and/ or human rights
- A relevant qualification in law, or related field
- Experience of managing own case load, adhering to deadlines and drafting legal submissions
- Ability to manage multiple relationships and stakeholders and represent the organisation in a public, formal capacity
- Strong legal research skills and ability to keep up to date with changing laws and practices
- At least 2 years of experience working with people in the international protection process or similar
- Highly organised and ability to work well under pressure
- Excellent verbal and written English skills
- High Proficiency in Microsoft Office (Word), experience of Excel, and Salesforce CRM an advantage
- Ability to demonstrate innovative, flexible and adaptable work approach
- Polite, friendly, and reliable and ability to work effectively as part of a team as well as independently

**Desirable**

- Experience of working with children and young people and /or a desire to do so
- Masters in human rights law/public interest law and/ or professional qualification as Barrister or Solicitor
- Experience of casework in refugee law, immigration law or human rights law
- Ability to communicate effectively with non-native- English speakers from diverse backgrounds
- Ability to speak in Arabic, Pashtu, Farsi, Somali is an advantage
- Full Driver's License and use of own car
- Knowledge of the international protection system in Ireland

**Permission to work and Garda vetting:**

- An offer and acceptance of this role is conditional on you having authorisation to work in Ireland and is subject to you holding a valid visa and/or work permit when required.

- Any offer of employment will be subject to Garda Vetting and completion of the Tusla Children's first e-learning programme available at <https://www.tusla.ie/children-first/children-first-e-learning-programme/>

### Equality, Diversity and Inclusion

The Irish Refugee Council is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity.

We welcome applications from everyone, from people with direct experience of the international protection process and who have lived in Direct Provision. We particularly welcome applications from people from a migrant or refugee background, lone parents, Travellers and people with disabilities.

### Staff Benefits and Salary

- 25 days annual leave (pro-rata) plus additional paid leave at Christmas.
- A comprehensive induction process.
- A diverse working environment.
- Flexible and supportive working arrangements.
- Car and Bike parking

### Application Process

**To help us process your application efficiently we would be grateful if you could follow these guidelines carefully, thank you.**

1. Please send **one pdf file** including your **CV and cover letter** to [recruitment@irishrefugeecouncil.ie](mailto:recruitment@irishrefugeecouncil.ie) using your name as the file name.
2. The content of emails will not be included in your application so please include all details in your cover letter.
3. The phrase "**Children's Caseworker**" must be inserted into the **email subject matter line**.
4. The cover letter must **clearly address the requirements** outlined above. Only applications addressing the requirements will be considered. Applicants should give examples of how their experience meets the points listed in the Person Specification.
5. **Deadline for application is strictly 3<sup>rd</sup> October 2025.**
6. Each application will receive an automated email acknowledgment upon receipt of application.
7. Within three weeks from the closing deadline, we will email you to advise if you have been called for interview or not.
8. Interviews will be held in person.