



Comhairle Contae Chill Dara  
Kildare County Council

## Candidate Information Booklet

PLEASE READ CAREFULLY

# Healthy Ireland Coordinator

Closing date for receipt of completed application forms is 4.00 p.m.  
on the 17<sup>th</sup> October 2024.

*Kildare County Council is committed to a  
policy of equal opportunity.*





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## Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest. Kildare County Council have 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

The following comprise the areas of service delivery in Kildare County Council:

- Community Development
- Local Enterprise and Economic Development
- Planning
- Cultural & Recreational Services
- Infrastructure
- Water Services
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources
- Integration

## The Position & Role

The Healthy Cities project is a global World Health Organisation (WHO) movement, set up in 1986. It involves Local Authorities working to improve health and wellbeing through political commitment, working in partnership with local stakeholders and supporting innovative projects.

A healthy city or a healthy county works to:

- improve health and wellbeing by creating and continually improving its physical and social environments
- develop community resources that help people to support each other and achieve their potential

Accredited to the World Health Organisation, the National Healthy Cities and Counties of Ireland Network (the Network) was launched in November 2016. The aim of the National Healthy Cities and Counties of Ireland Network is to develop a structure to support Local Authorities to implement the Healthy Ireland Framework.

National Healthy Cities and Counties of Ireland Network aims to:

- promote lifelong health and wellbeing,
- provide a means where local issues can influence national policy, and
- provide a voice for Ireland in the WHO Network of European National Healthy Cities Networks.

The Network is a key enabler of the Healthy Cities initiative both locally and nationally. All Local Authorities are either a member of the Network or are in the process of becoming a member.

## **Healthy Ireland**

Healthy Ireland is a Government funded initiative and is the national strategy aimed at improving the health and wellbeing of everyone living in Ireland. The Healthy Ireland Fund, funded under the strategy is a key enabler of the Healthy Cities initiative. Since 2017, the Department of Health has provided three rounds of funding under the Healthy Ireland Fund.

The purpose of the fund is to support Local Community Development Committees (LCDCs) in delivering actions which will improve health and wellbeing, in line with *Healthy Ireland, A Framework for Improved Health and Wellbeing 2013 – 2025*. This Framework is the national framework for action to improve the health and wellbeing of the people of Ireland.

The Framework aims to bring a concerted focus on life-long wellbeing, prevention of illness, seeks to reduce health inequalities, address the settings in which health and wellbeing is impacted, and emphasizes the need to empower people and communities to better look after their own health and wellbeing.

A new Healthy Ireland Strategic Action Plan (2021-25) has been developed to guide the implementation of Healthy Ireland for the remaining years of the current framework.

## **Purpose of the Role**

The Healthy County Coordinator is a key role in Local Authorities for the advancement of the local health and wellbeing agenda. The Coordinator will be a central resource for driving the local health and wellbeing agenda through the implementation of both the local Healthy Cities and Counties initiative and the Local Healthy Ireland programme.

Round 4 of Healthy Ireland will be multi-annual and outcomes focused. The Coordinator will therefore be required to coordinate greater partnership working and will work to generate innovative solutions that impact on the determinants of health.

The Healthy County Coordinator will support the local health and wellbeing agenda through collaboration and coordination with relevant and complementary programmes, initiatives and organisations; coordinate the Healthy Cities project in the catchment area; and lead the development and monitoring of the Programme of Work funded under Round 4 of the Healthy Ireland Fund.

## **The Job: Healthy County Coordinator**

Kildare County Council is seeking to establish a panel to fill contract posts that arise during the life of the panel.

### **The Competition**

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which temporary posts may be filled as the Healthy Ireland Coordinator as vacancies arise.

The duration of the post is currently until 31/12/2025 in line with the National Healthy Ireland Programme commitment to Co-ordinator posts. However, this post will be extended should the funding commitment be secured through the National Healthy Ireland Programme.

The Post is a fixed term contract and will be filled from a panel which will be formed for an initial period of one year.

### **The Candidate**

It is desirable that candidates demonstrate through their application form and at interview he/she;

- Possesses the professional experience requirements detailed hereunder.
- Has a track record that demonstrates the ability to operate effectively in an environment with significant complexity and pace.
- Demonstrates the ability to think and act strategically.
- Can communicate and work collaboratively across statutory, community/voluntary organisations
- Project management, Financial Management and Budgetary skills
- IT and Social Media skills
- Administration and report writing
- Dealing effectively with conflicting demands including tight deadlines.
- Adapting to change
- Maintaining confidentiality
- Demonstrates an understanding of the role of the Healthy County Coordinator in the context of wider local authority service delivery

### **Duties and Responsibilities**

The Healthy County Coordinator will perform such duties as may be assigned from time to time which will involve the facilitation, implementation and promotion of the policies and objectives of the County for the advancement of the local health and wellbeing agenda.

The Healthy County Coordinator will report to the Local Community Development Company (LCDC) Coordinator, or any other officer as designated by the Chief Executive.

Such duties include inter alia:

- Lead, embed and continuously advance the health and wellbeing agenda in the relevant Local Authority in line with County/City Development Plans, Local Economic Community Plans and other related plans.
- Develop strategies and plans to ensure the implementation and evaluation of the key elements of the role (in line with Service Level Agreement (SLA) with the Department of Health.
- Ensure that the development of the County Healthy Ireland Plan commences and is completed, with the findings informing key policies and other planning processes including the Local Economic Community Plan.
- To provide an annual plan in conjunction with the Department of Health (DoH) and Local Authority Line Manger and provide for an annual review.
- Coordinate the overall planning delivery of Healthy Ireland Round 4, including development of the Programme of Work for Healthy Ireland Round 4; monitor and review progress of the Healthy Ireland Round 4 approved Programme of Work and meeting all reporting requirements.
- Engage with colleagues across Kildare County Council to ensure the functions being undertaken by the Healthy City/County Co-ordinator are integrated into the wider community initiatives being undertaken by the local authority
- Promote co-ordination between, and establish links with, community, voluntary and public sector bodies operating within the catchment area as it relates to health and wellbeing initiatives and outcomes.
- Promote Healthy Ireland and other relevant initiatives within the City / County amongst the local community, key target groups, state agencies, voluntary organisations, local businesses, and elected representatives.
- Collaborate with and support complementary health and wellbeing initiatives under relevant and aligned funding streams, including Sláintecare Healthy Communities Programme.
- Progress Kildare's membership and participation in the Healthy Cities and Counties Network and lead the implementation of Healthy Ireland County/City strategies locally.
- Participate in and exchange experiences with, Healthy Cities Networks nationally and internationally
- Promote awareness of and drive the Healthy Ireland agenda in the relevant Local Authority context.

- Collaborate with and support communities to improve their health and well-being and building their capacity for undertaking actions that can both improve health and strengthen community assets.
- Create and maintain the health profile of the City/County.
- Use evidence, data, local health profiles and the Healthy Ireland Outcomes Framework to inform local priorities and the Healthy Ireland Round 4 Programme of Work.
- Apply a social determinants of health lens to service planning and local health and well-being agenda.
- Liaise with the local CYPSC Coordinator to ensure overall coherence of all Healthy Ireland funded actions in catchment area.
- Support the LCDC/CYPSC Healthy Ireland sub-group to carry out their oversight role.
- Provide networking events and shared learning opportunities for all project stakeholders.
- Develop and implement a communications strategy to highlight activities, strategies and learning from the Fund.
- Identify opportunities for collaboration at local, regional, and national levels including opportunities for match funding and resourcing.
- Such other duties as the Chief Executive may assign to the role so as to promote lifelong health and wellbeing in the community
- Participate in relevant training organised by the Department of Health/ Pobal.
- Keep abreast of national and international best practice to inform the work in Kildare.
- Work with the project partners to ensure that the agreed actions are implemented.

## **Reporting**

- Ensure compliance with all required local authority financial, management and governance reporting requirements.
- Collect, maintain and update relevant data.
- Work with project partners to ensure that they are aware of and fulfil their reporting requirements.
- Ensure overall non-financial and financial reporting to Pobal/Department of Health is complete and submitted in a timely manner.
- Prepare short report updates for all LCDC and CYPSC meetings

## **Governance**

- Ensure the Healthy Ireland Work Programme conforms with all policies and procedures of the Local Authority and in line with the Governance Framework.

## **Qualifications**

### **Character:**

Each candidate must be of good character.

### **Health:**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **Education, Training and Experience etc.:**

Each candidate must, on the latest date for receipt of completed application forms:

- a) A relevant third level qualification, in the area of health promotion or in a related area e.g., education, community development, public health, social care.
- b) Relevant professional experience working in a management/coordination role in community, local development or health promotion sectors.
- c) A background and prior work experience in community development, health promotion, social sciences or in other fields where social relationships are of utmost importance.
- d) A good understanding of the social determinants of health across the community, voluntary and statutory sector
- e) An understanding and experience of working in socially disadvantaged communities, socially excluded groups and of health and wellbeing/health promotion strategies.
- f) Experience of networking, representing and working collaboratively across statutory, community/voluntary and volunteer led organisations.
- g) Experience supporting organisations to deliver actions, outputs and outcomes.

### **Qualifications Desirable, though not essential:**

#### **Candidates shall also have;**

- Strong leadership and project management skills.



- Strong understanding and experience of programme planning and service delivery.
- Excellent communication skills, including written communication and an aptitude for report writing and social media skills.
- Ability to work simultaneously at both strategic and operational level.
- Excellent collaborative, networking, representation and relationship-building skills.
- Ability to negotiate and handle difficult situations.
- Experience in reporting to Pobal.
- Financial administration and budgeting skills.
- Data management and IT skills.
- An understanding of the role of the Healthy County Coordinator in the context of wider local authority service delivery

### **Drivers Licence**

Candidates must hold a clean, current Class B Driving Licence and will be required to have access to his/her own car

### **Competencies for the post of Healthy Ireland Coordinator**

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note to these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates:

|                                   |  |
|-----------------------------------|--|
| <b>Management and Change</b>      | <ul style="list-style-type: none"> <li>• Demonstrates the ability to be effective in translating the mission and vision into operational plans and outputs.</li> <li>• Demonstrates the ability to develop and maintain positive and beneficial relationships with relevant interests.</li> <li>• Demonstrates the ability to sustain a positive image and profile of the local authority.</li> <li>• Effectively manages the introduction of change; fosters a culture of creativity in stakeholders and overcomes resistance to change.</li> </ul> |
| <b>Performance through People</b> | <ul style="list-style-type: none"> <li>• Leads, motivates and engages others to achieve quality results.</li> <li>• Effectively identifies and manages conflict and potential sources of conflict.</li> </ul>  |

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Recognises the value of and requirement to communicate effectively with all stakeholders.</li> <li>• Has excellent verbal and written communication skills.</li> </ul>  |
| <b>Delivering Results</b>               | <ul style="list-style-type: none"> <li>• Acts decisively and makes timely, informed and effective decisions.</li> <li>• Promotes the achievement of high-quality outcomes in delivering services.</li> <li>• Manages the allocation and use of resources to ensure they are used efficiently to deliver on operational plans.</li> <li>• Evaluates the outcomes achieved, identifies learning and implements improvements required. Seeks out best practice and applies same.</li> </ul> |
| <b>Personal Effectiveness</b>           | <ul style="list-style-type: none"> <li>• Remains calm under pressure and has the ability to manage the delivery of several tasks/projects concurrently.</li> <li>• Manages their time effectively, focusing on essential tasks and responsibilities.</li> <li>• Is positive and enthusiastic about the role and is motivated in the face of difficulties and obstacles.</li> <li>• Takes initiative and seeks opportunities to exceed goals in service delivery.</li> </ul>              |
| <b>Knowledge, Experience and Skills</b> | <p>Knowledge and understanding of the structure and functions of local government including service requirements.</p> <p>Knowledge of current local government issues.</p> <p>Understanding of the role of a Healthy Ireland Coordinator</p> <p>Understanding key challenges facing the local government sector and Kildare County Council.</p> <p>Knowledge and experience of operating ICT systems.</p>  |

## Particulars of Employment

### The Post

The post is wholetime (i.e., 35 hours per week) and appointment is temporary.

### Location

Kildare County Council reserves the right to assign you to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

### Commencement

Kildare County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail

to take up the appointment within such period, or such other longer period as the Council in its absolute discretion may determine, Kildare County Council shall not appoint them.

### **Working Hours**

The current working hours are 35 hours per week, the hours of work are 9.00 a.m. to 5.00 p.m. Mondays to Fridays (rotas operate for lunchtime opening). Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section.

The Council reserves the right to alter your hours of work from time to time.

The role will employ flexible working hours to include evening and weekend work on occasion

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Kildare County Council requires employees to record their hours using a Clocking system.

### **Reporting Arrangements**

The Healthy County Coordinator will report to the LCDC Coordinator, or any other officer as designated by the Chief Executive.

### **Probationary Period of Employment**

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply –

- a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;
- b) such period shall be twelve months, but the Chief Executive may, at their discretion, extend such period;
- c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;
- d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- e) there will be assessments during the probationary period.

### **Remuneration**

€55,090 per annum to €62,819 per annum (maximum)  
€65,055 per annum (LSI 1) (after 3 years satisfactory service at maximum)  
€67,304 per annum (LSI 2) (after 6 years satisfactory service at maximum)

On appointment successful candidates will be placed on the first point of the salary scale. However, as per Department of Health guidance, HI Coordinators may be employed at a particular point on the salary scale if deemed appropriate, subject to verification of experience and service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

### **Superannuation & Retirement**

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.
- Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks:
  - Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.
  - Compulsory retirement age will be 70.

### **Annual Leave**

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. The current leave entitlement for this post is **30** days.

The Chief Executive of Kildare County Council retains autonomy regarding office closures, (e.g., Christmas Office Closure), any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

### **Residence**

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

### **Outside Employment**

The position is whole-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

### **Code Of Conduct/Organisation Policies**

Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

### **Training**

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

### **Health and Safety Regulations**

Kildare County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything which would place themselves or others at risk.

### **Canvassing**

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

### **Important Notice**

**The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.**

## Communications

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address during this recruitment campaign, as any email will be sent to the email address originally supplied on your application form. It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing [jobs@kildarecoco.ie](mailto:jobs@kildarecoco.ie). The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at [Click Here](#)

## Before You Proceed

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out in Pages 7 and 8 of this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

## Shortlisting

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

The information you supply in the application form will play a central part of the shortlisting process. Kildare County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification.

## **Interview Stage**

### **Interview Process**

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Candidates will be assessed at the interview under five main competencies.

- 1. Management and Change**
- 2. Performance through People**
- 3. Delivering Results**
- 4. Personal Effectiveness**
- 5. Knowledge, Experience and Skills**

A list of these competencies and key indicators are included on pages 8 and 9

Candidates must achieve a minimum of 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.

Kildare County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Kildare County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Kildare County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Kildare County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

### **Feedback**

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview when and where required by Kildare County Council, or who do not, when requested, furnish such evidence as required by Kildare County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

## **Pre-Employment Checks**

Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

## **Confidentiality**

Kildare County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts.

Records created, maintained, and stored by Kildare County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kildare County Council shall comply with the National Records Retention Policy and any other relevant records retention policies.

## **Citizenship**

Candidates must, by the date of any job offer, be:

- (a)** A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
- (b)** A citizen of the United Kingdom (UK); or
- (c)** A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d)** A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e)** A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f)** A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.