

**Acting Coordinator
Longford County Childcare Committee CLG**

Job Specifications

JOB TITLE: Acting Coordinator (Full-time: 35 hours per week)

EMPLOYER: Longford County Childcare Committee, CLG

LOCATION: Community Enterprise Centre, Templemichael, Longford

SALARY: Local Authority Pay Scale: Grade 6 (€44,849-€55,031)

Terms & Conditions Job:

Fixed term (specified –purpose) contract covering staff secondment until 31st May 2019 subject to ongoing funding. 35 hour working week with 26 days annual leave.

CLOSING DATE: 5pm on Friday 26th January 2018 (interviews will take place on 13th Feb 2018)

The successful candidate will be required to complete a medical and be Garda Vetted.

Longford County Childcare Committee is an equal opportunity employer.

Job Description

Purpose of the Job

In association with the Board of Longford County Childcare Committee, take responsibility for the further development of Longford County Childcare Committee and implementation of its current and future strategic plans. Ensure sound management of all operational activities, including the management of the team of personnel working for the committee.

Childcare Committees in Ireland

There are 30 City and County Childcare Committees (CCCs) across Ireland. CCCs were established in 2001, to encourage the development of high quality early childhood care and education at a local level. The Committees receive direction and are mandated at policy level by the Department of Children and Youth Affairs.

Reporting relationship:

The LCCC Coordinator leads the team in Head Office reporting to LCCC Chairperson under the direction of the Board of the LCCC CLG.

Hours of Work: Mon-Fri, 9.00am-5.00pm with evening/weekend work on occasions forming part of a 35 hr week. (Flexibility will be required. Time off in lieu will be offered for hours worked outside of normal working hours in line with LCCC staff handbook and LCCC Policies)

Principal Duties:

Organisational Management of LCCC

- Oversee the day to day management of the operations of LCCC.
- Develop and implement internal governance arrangements, including financial management and human resource management.
- Report to and support the Board and any sub committees of LCCC to implement and adhere to the governance code.
- Development and implementation of monitoring and evaluation systems for the committee with a focus on outcomes, value for money and the effective use of resources.
- Effective and efficient management of administration and action budgets in cooperation with staff team and Board and in compliance with Pobal/DCYA guidelines.

- Compilation of reports and briefing documents as required.
- Raise awareness and build the profile of the LCCC and its work. Dissemination of information regarding the work of LCCC.

Staff Management

- Provide leadership and motivation to an established staff team.
- Effectively plan and manage staff resources ensuring full implementation of strategies and actions.
- Develop and implement a comprehensive range of policies and procedures, which ensure effective staff communication and motivation.
- Ensure the staff team is strong in competency and practice; that staff are valued and developing as LCCC employees and as representatives of LCCC.
- Positively influence the team whilst maintaining momentum and motivation under pressure - Ensure that all staff adhere to standards and procedures.

Programme Implementation

- Development and implementation of LCCC strategies, work plans and actions in line with Government policy and locally identified needs including:
 - Supporting the delivery and implementation of national early years funding programmes in collaboration with DCYA, Pobal and CCI.
 - Provide on-going support to early years providers (including Childminders and Parent & Toddler Groups) in accordance with the Better Start Model through the provision / promotion of training and continuing professional development supports, quality supports, information and advice, management and leadership supports, sustainability and financial planning supports.
 - Development and implementation of strategies to identify and engage early years care and education providers and parents.
 - Work closely with key stakeholders to develop quality early years care and education services in Longford.

Collaborative Working

- Develop a strong working relationship with LCCC Board members and their respective organisations.
- Work collaboratively together with all other stakeholders/initiatives/projects, nationally and (subject to availability of resources) locally (e.g. the Child and Family Agency; the Children and Young Peoples Services Committees; the Quality Development Service; the Health Service Executive; Local Development Committee; the Local Authority; the Inspectorate at the Department of Education and Skills; the National Early Years Inspectorate; the National Voluntary Childcare Organisations; and Pobal, among others).
- Liaison with national co-ordinating structures including Childcare Committees Ireland. Represent and promote Longford County Childcare Committee at conferences, seminars and other events as required.
- Liaison with relevant statutory and community/voluntary sector interests as necessary.

Knowledge Development

- Develop systems and strategies to gather information and knowledge in relation to needs and trends affecting the delivery of sustainable, quality services for children and families in County Longford.
- Maintain a working knowledge of all issues affecting the development of childcare in Ireland and internationally.
- Prepare and present internal and external reports, ensuring timely preparation and submission as required by the LCCC Board, Pobal, DCYA, other funders and partner agencies.

In consultation, to undertake any other responsibilities and duties as may be reasonably assigned by the board of Longford Childcare Committee

PERSON SPECIFICATION

QUALIFICATIONS

A minimum of three years' experience in a management role and a third level qualification at Level 8 in a relevant discipline, which may include; Management, Childcare, Social Care/Science, Community Development, Education, Family Support.

Essential Skills:

- Minimum of three years project and staff management experience
- Excellent communication and networking skills and experience of working collaboratively
- Strong understanding and experience of the early years sector and up to date with all recent policy developments within the sector
- Leadership skills and performance management experience
- Strong understanding and experience of social inclusion issues
- Capacity to plan complex service delivery within available resources, experience in the preparation, input into strategic planning and operational plans and compiling reports
- Proficient in MS packages e.g. Word, Excel, Outlook, programme databases and SharePoint portals
- Experience in the delivery of training and supports in the community / voluntary and/or statutory sectors and liaising directly with a Board

Desirable Skills:

- Experience of service delivery within disadvantaged communities
- Knowledge of workings of the community/voluntary/public sector and working directly with a Board of Management
- Drivers Licence and provision of car for business purposes

APPLICATION PROCEDURE

Application is by submission of CV with cover letter to be returned by post:

The Chairperson, Longford County Childcare Committee, Community Enterprise Centre, Templemichael, Longford

For further information please contact Louise Lovett (Chairperson), Longford CCC.