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| **Job title: Early Years Project Initiative Coordinator** |
| **Reports to: CEO Kildare County Childcare Committee** |
| **Responsible to: Kildare County Childcare Committee CEO and Board** |

Kildare County Childcare Committee was established in 2002 to promote quality accessible childcare for all children from birth to fourteen years in partnership with key stakeholders. Kildare CCC is funded by the Department of Children, Equality, Disability, Integration and Youth (DCEDIY) and Children and Young People Services Committee (CYPSC).

Kildare County Childcare Committee wishes to recruit an Early Years Project Initiative Coordinator to coordinate and manage the Early Years Project Initiative which provides play opportunities and support to families in emergency accommodation centers and those residing in Kildare impacted by the recent humanitarian crisis. The initiative develops parent and toddler groups in targeted communities such as emergency accommodation centers and Roma and Traveller communities, as well as sustaining and supporting existing parent and toddler groups in Kildare. The project also provides information on early childcare and education including National Childcare schemes and national childcare programmes including Early Childcare and Education (ECCE) and Access and Inclusion Model (AIM).

This appointment will be based on a fixed term contract until 31st December 2025. The Project Coordinator will report to the CEO under the direction of the Board of Management of KCCC.

**Overall purpose of the role:**

The Project Coordinator will make a tangible contribution to the advancement of KCCCs EYPI work by coordinating, leading and managing the Early Years Project Initiative which:

* Provides young children and families with opportunities to engage with play activities in Emergency Accommodation Centers
* Provides innovative evidenced based early intervention programmes guided by a trauma informed approach to meet the play needs of children and families in emergency accommodation centers
* Supports existing and potential local parent and toddler groups throughout Kildare using an evidenced based programme
* Provides information on how to access childcare & education services and how to access national childcare subsidies and ECCE

**Main Duties:**

* Coordinate the development of tailored play activities on site and in the community play spaces to support each child’s welfare and development in emergency accommodation centres
* Coordinate the development of appropriate play activities to support children’s development and increase parents knowledge of the benefits of play in parent and toddler groups.
* Oversee the co-ordination of play activities with external children’s entertainment services
* Ensure information on Childcare & Education services, National Childcare Subsidies and ECCE programme, AIM programme, recruitment into Childcare sector is accessible
* Promote the benefits of play and ECCE for children and families
* Identify gaps in provision on Parent and Toddler Groups and support the community to develop new P&T group
* Coordinate the supports to existing and potential Parent and Toddler groups e.g. financial planning, volunteer recruitment, finding suitable premises, advertising, information on insurance, safeguarding, vetting
* Engage the Early Years Project Initiative team in quarterly planning sessions, setting timelines and resources for implementation.
* Monitor progression of actions and key performance indicators
* Provide Support and Supervision to the team based on company policies.
* Developing and enhancing interagency collaborations to support children and families.
* Representing KCCC on relevant inter-agency groups.
* Answering calls/emails and attending multi-agency events to provide information on behalf of EYEI project to relevant stakeholders
* Oversee the administering of Parent And Toddler Grants and parent and toddler database.
* Coordinate appropriate training for Parent and Toddler groups
* Coordinate baby and parent arts experience e.g. I am Baba
* Coordinate the delivery of My Place to Play to children living in emergency accommodation centers
* Maintain an oversight of the projects data management systems to ensure they are fit for purpose
* Co-ordinate capacity/survey responses undertaken by the team and conduct final editing/cleaning of KCCC reports/survey findings.
* Prepare and provide regular status reports of team activities, identifying accomplishments and or impediments to achieving targets for Board of Management and KCYPSC meetings.
* Communicate KCCC’s Safeguarding statement to team members and provide clarity on protocols including designated personnel and the roles and responsibilities.

*NOTE: This Job Description will be reviewed from time to time and updated in line with the needs of the work in relation to this position in KCCC*

**Person Specification:**

***Essential Criteria***

* A QQI level 8 qualification in Early Years Education and Care/ Social Care/ Early Intervention and Prevention/community development
* Knowledge of and at least 5 years’ experience of Early Years Care and Education/Community Sector
* Minimum of 3 years’ experience of managing a team with knowledge of HR processes and procedures and operational budget management.
* Minimum of 3 years’ experience of working in an interagency collaboration role.
* A clear understanding of the benefits of play for children and families
* Experience working with children and families
* Ability to work in a fast-paced environment while providing project management direction
* Excellent communication and interpersonal skills, to mentor, coach and foster positive teamwork.
* The ability to maintain communications with internal and external stakeholders and build collaborative working arrangements.
* Be a highly motivated person who can trouble shoot issues and ensure smooth team operations.
* Be an effective problem solver, with the ability to identify the need for corrective actions
* Have developed effective analytical skills, with the capacity to organise and present data in a clear way.
* Demonstrated experience of building positive professional relationships with multicultural families
* Proficient in MS packages e.g., Word, excel, Outlook, Programme databases and share point portals.
* A full and clean driver’s license and access to a car
* **Personal attributes:**
* Committed to the provision of high standards of services
* Ability to effectively lead a team.
* Have a proactive and positive approach to problem solving in collaboration with the team, ensuring continuous organisational progression.
* **Desirable Criteria:**
* Qualification in project/HR management.
* Work Experience in emergency accommodation centres
* Trauma Informed Practices Training
* Excellent Communication Skills, including good interpersonal skills, ability to liaise with a wide range of contacts and build and maintain effective working relationships
* Excellent organisational skills and an ability to undertake work requiring accuracy and attention to detail.
* Excellent IT and administrative abilities, including experience in report writing, including Word and Excel
* Ability to be proactive, use own initiative and work effectively within a pressurised environment
* Awareness of Trauma Informed Practices and ability to use an anti-bias approach

**REQUIREMENTS OF ALL KCCC STAFF**

* Be committed to the purpose and interests of KCCC.
* To work in accordance with the KCCC Mission Statement and ethos and within the codes of good practice that apply
* Actively engage and participate in support and supervision sessions, annual appraisals, training or other such activities that may be required
* Actively participate in staff meetings and reviews of the work of KCCC
* Be flexible in relation to hours of attendance to meet the needs of the work. (Work during unsocial hours may be required)
* Be committed to team working and be flexible in relation to taking on additional duties which may be required from time to time to meet team targets
* Be vigilant to any Safety, Health and Welfare hazards/risks in the workplace and bring any concerns to the attention of your Line Manager or the nominated Health & Safety Representative
* Participate in the efficient flow of information within KCCC by sharing and seeking information as appropriate
* Work in a confidential and professional manner at all times
* Staff may be required to take on nominated roles within the organisation such as Child Protection Person, Health & Safety Officer, First Aid Officer, Fire Safety Officer as appropriate and agreed with the Manager

**Nature of Employment**

* + Full time employment with the Kildare County Childcare Committee on a fixed term contract, 35 hours PW - up to 31st December 2025 (All contracts are subject to funding)
  + The successful candidate will be required to be Garda Vetted
  + Kildare County Childcare Committee is an equal opportunity employer
  + Salary Scale: Aligned to Local Authority Grade 5