



JOB DESCRIPTION

JOB TITLE:	Information and Training Officer (Maternity Cover)
LOCATION:	Kildare County Childcare Committee (KCCC) Unit 14, Clane Shopping Centre, Clane, Co Kildare
REPORTING TO:	CEO

MAIN JOB PURPOSE

To provide a quality information and training service on behalf of Kildare County Childcare Committee, supplying relevant and up-to-date information to assist the development of childcare infrastructure.

DUTIES

- Conduct and co-ordinate research and analysis with the Early Years Sector in Kildare.
- Undertaking research/consultation and the provision of information/data that will inform policy and or programme development when requested.
- The provision of information to parents wishing to access early years services
- The provision of information to parents on Childcare regulations, Early Years frame-works and quality standards.
- Signpost parents and families to parent support services in Kildare.
- Deliver an office-based provision of information, support and advice to childcare providers including childminders
- The provision of information sessions and training to Early Years Services including childminders.
- Co-ordinating and delivering training to Early Years Services under the Access and Inclusion Model
- Support the Programme Administrator in the implementation of Government Funded Programmes as required
- Collate and report evaluations of training workshops/courses
- Identify and develop links with relevant local agencies, groups and organisations within the childcare sector to facilitate a coordinated approach to the delivery of childcare services
- Address issues of social exclusion by participating in the development of appropriate innovative initiatives
- Promote quality childcare throughout the sector through the organisation of events linked to demand and new developments and to ensure that programme delivery is linked to Aistear and Siolta

- Keep Kildare County Childcare Committee abreast of national and local developments in the childcare sector
- Update and maintain the KCCC internal database as required to ensure a current list of all childcare providers, training workshops, Aistear and Siolta programmes or other similar type events
- Participate in the working groups and sub-committees of KCCC as directed
- Roll out specific designated actions allocated from the Local Implementation Plan as assigned
- Plan work, review progress and prepare reports in consultation with the CEO

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

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
