

# Job Description: Development Officer



**Job title: Development Officer**

**Reports to: CEO Kildare County Childcare Committee**

**Responsible to: Kildare County Childcare Committee 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 acts as the local agent for DCEDIY in County Kildare.

Kildare County Childcare Committee wishes to recruit a Development officer to provide supports to Early Years and School Age Childcare providers, parents and local stakeholders.

## MAIN JOB PURPOSE

To work as part of an established team within Kildare County Childcare Committee to implement national childcare policy and to support the development of sustainable integrated, quality-focused childcare in County Kildare by providing supports to Early Years and School Aged Childcare providers, parents and local stakeholders.

### Main Duties:

- To provide support, advice and information to existing and potential childcare services, including childminders.
- To support childcare providers in the identification of childcare needs in their locality, to plan for new/extended services, to build capacity, to compile policies and procedures and other relevant/appropriate tasks
- To assist childcare providers to identify staff training needs to enhance the quality of service provision.
- To facilitate and deliver training courses, workshops and information sessions for childcare service providers, including childminders.
- To facilitate the development of cluster groups of local childcare providers and childminders and to provide them with information, support and advice.
- To support providers in compliance with regulations and funding rules
- To assist childcare providers to implement quality-driven practice
- To record all activity on KCCCs data management systems
- To assist in the development and maintenance of a current database of all childcare providers
- To prepare information literature, articles and blogs for the childcare sector in Kildare.
- To organise and facilitate public information meetings and conferences.
- To work with the DCYA and other agencies in the facilitation of a notification system for childminders.
- To keep abreast of National and Local developments relevant to the Early Years and School Aged Childcare Sector
- Optimise the funding programmes available to the Childcare Sector in Kildare and support Early Years services to access these funding supports.

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- Contribute to the overall development and implementation of various funding programmes and policy in County Kildare
- Represent the KCCC at events and promote our objectives.
- To identify and develop linkages with all stakeholders including statutory and voluntary agencies, service providers and parents to facilitate a co-ordinated approach to the delivery of childcare services.
- To plan work, review progress and prepare reports in consultation with the CEO.
- To provide reports as and when requested by the CEO.
- To maintain and update records on a regular basis.
- To support the development and implementation of the Annual Work Plan with the staff team and board of directors and prepare.
- To keep abreast of national and local developments in the childcare sector.
- To perform any other duties as they may arise.

## 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

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## Person Specification:

### Essential Criteria :

- A relevant qualification at level 7/8 or higher in one or more of the following areas
  - Early Years Education and Care
  - Community Development
  - Training and Development
- Minimum of 5 years work experience in childcare and/or community development
- Experience working in a development and quality support role with early years' services
- Knowledge of the regulatory framework and quality support frame-works that govern/support the childcare sector.
- Experience of providing supports in effective Leadership and Management
- Experience in Business Management
- A strong team player
- Excellent Communication Skills
- Experience in delivering training.
- Ability to work confidentially and on own initiative.
- Excellent organisational skills and an ability to undertake work requiring accuracy and attention to detail.
- Excellent interpersonal, presentation and facilitation skills.
- Excellent IT and administrative abilities, including experience in report writing.
- A full and clean driver's license and access to a car.

### Desirable But Not Essential

- Work Experience in Community Development.
- Experience in adult education.

## Nature of Employment:

- Full time contract to the Kildare County Childcare Committee on a fixed term contract -35 hours (- to 31st December 2021 (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 V