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

**About Kildare County Childcare Committee**

Founded in 2002, Kildare County Childcare Committee (KCCC) is committed to supporting the development and delivery of quality childcare services throughout County Kildare. The organisation is funded by the Department of Children, Disability, and Equality (DCDE) and the Early Years Initiative Project, and is funded by the Children & Young People’s Services Committee (CYPSC). Emphasising a child-centered approach, KCCC prioritises the welfare, inclusivity, and respect of all children and families. The organisation values diversity within local communities and actively promotes equal access and participation for every child and family within the community.

**Main Job Purpose:**

The Early Years Development Officer will lead the development and support of inclusive, high-quality parent and toddler groups within the Kildare community, fostering responsive, child-led play experiences. As a member of the Early Years Initiative team, they will support existing groups and develop new ones—particularly within Roma and Traveller communities, as well as emergency accommodation centres.

**Main Duties**

* Lead the development, promotion, and visibility of parent and toddler groups within the Kildare community, including establishing new groups based on community needs.
* Provide guidance, resources, and training to group leaders to ensure successful operation and sustainability of groups.
* Initially develop and establish parent and toddler groups in areas where a need has been identified, including Roma and Traveller communities and emergency accommodations centres with the aim of transferring ownership to local parents or those attending the groups.
* Develop and implement campaigns, including social media strategies, to raise awareness and attract families to parent & toddler groups.
* Facilitate information sessions, workshops, and outreach activities to promote parent and toddler groups and assist community group formation.
* Promote and support initiatives such as Buggy Walking Groups, including managing funding for this activity.
* Prepare articles, blogs, and informational materials to promote play and play experiences supporting the childcare landscape within Kildare.
* Co-ordinate the distribution of resources such as ‘My Place to Play’ and toddler packs to vulnerable families, including those in emergency accommodation, and gather feedback to inform service improvements.
* Develop and coordinate the collection of clear, accurate information on childcare services, subsidies, and schemes like ECCE and AIM, and provide families with timely guidance.
* Develop digital resources to support community engagement and provide accessible information to families and group leaders.
* Represent KCCC at community events, conferences, and forums while ensuring children and families remain at the heart of all activities.
* Collect and analyse data to evaluate programme effectiveness and measure impact.
* Uphold safeguarding, child protection, and confidentiality standards at all times.

***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 minimum QQI level 8 qualification in Early Years Education and Care/ Social Care/ Early Intervention and Prevention/community development.
* A full and clean driver’s license and access to a car.
* Experience working with children and families.
* Demonstrated experience of building positive professional relationships with multicultural families.
* A clear understanding of the benefits of play for children and families.
* Excellent communication skills, including good interpersonal skills, and the 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.

**Desirable But not Essential**

* Masters’s Degree.
* Work Experience in emergency accommodation centres or areas of social and economic disadvantage.
* Knowledge of inclusive and /or trauma informed practice or play therapy.

**Requirements for 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.
* Take responsibility for your professional development by undertaking relevant training and upskilling opportunities to ensure you remain well-informed and effective in your role.
* 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 teamwork 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 always.
* 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.

**How to Apply:**

Please submit your application by filling out the application form no later than 18 September 2025 at 4:00 PM.

**Interview Date:** Interviews will be held on Friday, 26 September 2025.

**Nature of Employment:**

* 35 hours per week. Specific Purpose contract to cover maternity leave (all contracts are contingent upon available 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 5.1<https://www.forsa.ie/pay-scales/local-government-salary-scales/>