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| **Job title: Early Years Play and Information Officer** |
| **Reports to: Operational Team Lead 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 Play and Information officer as part of the Early Learning Initiative Project to provide play, support to families in emergency accommodation centers and to develop and sustain parent and toddler groups in Kildare. Additionally, to provide information on childcare and education including National Childcare schemes and national childcare programmes including Early Childcare and Education (ECCE) and Access and Inclusion Model (AIM).

**Main Job Purpose:**

To work as part of an established team within Kildare County Childcare Committee to implement national childcare policy at a local level. Additionally as part of the Early Learning Initiative project the Early Years Play and Information Officer will:

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

**Main Duties:**

* Develop tailored play activities on site and in the community play spaces to support each child’s welfare and development in emergency accommodation centres
* Develop appropriate play activities to support children’s development and increase parents knowledge of the benefits of play in parent and toddler groups.
* Co-ordinate and co – facilitate (as required) play activities with external children’s entertainment services
* Provide information on Childcare & Education services, National Childcare Subsidies and ECCE programme, AIM programme, recruitment into Childcare sector
* 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
* Support existing and potential Parent and Toddler groups e.g. financial planning, volunteer recruitment, finding suitable premises, advertising, information on insurance, safeguarding, vetting
* Developing and enhancing interagency collaborations to support children and families.
* Operating efficient record keeping, office procedures, administration systems and submitting high quality reports for KCCC, Pobal, DCEDIY, CYPSC.
* Answering calls/emails and attending multi-agency events to provide information on behalf of KCCC to relevant stakeholders
* Administer Parent And Toddler Grant and maintain list of P&T groups on www.KCCC.ie
* Organise 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

*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
* 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, 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 detai.
* 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

***Desirable But Not Essential***

* Work Experience in emergency accommodation centers
* Trauma Informed Practices Training

**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 IV