

<b>Northside Family Resource Centre</b>	
<b>Job Description</b>	
<b>Job Title:</b>	Early Years Manager
<b>Name of Employer:</b>	Northside Family Resource Centre

**Background:**

Northside Family Resource Centre, since its establishment in 1987, has sought to respond to the needs of the local community by providing opportunities to local people to support each other and search for ways to improve the quality of life in the area.

Northside Family Resource Centre operates 5 Service Areas within the organisation which are as follows:

1. Sunshine Childcare Service, Ballynanty
2. Kings Island Crèche
3. Afterschool and Youth Work Services
4. Community and Family Services
5. Older Persons' Services

The successful candidate will be employed by Northside Family Resource Centre and will report to the Early Years Head of Services, CEO and ultimately to the Voluntary Board of Management.

The Early Years Manager is responsible for the effective strategic management of all aspects of the Early Years Setting, and its staff, in line with its ethos, core values and vision of Northside Family Resource Centre. This involves the promotion of community development practice and principles and ensuring that the work of the Early Years Setting is in keeping with the organisations aims and objectives.

With the Early Years Sub-Committee, CEO, Head of Services and Team Leaders the Early Years Manager will:

- Ensure implementation of line management structures and procedures and, promoting a team ethos, working together on initiatives to meet children's needs.
- Promote best practice and ensure the implementation of appropriate policies and procedures.

# NORTHSIDE

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## FAMILY RESOURCE CENTRE

- Plan, review and evaluate the strategic development of the EY Setting and its work.
- Oversee the financial management of the Early Years Setting with the Head of Services.

In line with its staff structure the Early Years Manager will support, motivate, and monitor Early Years staff to ensure the effective operation of the Early Years Setting. Working from the 5 Year Plan, he/she will support Team Leaders to:

- Ensure that the needs of all children are met within a framework of planned activity and early learning experiences.
- In collaboration with the staff team develop resources, activities and play opportunities to meet the changing needs of all children attending the service.
- Be responsible for implementing systems of observation and record-keeping so that each child's progress is effectively recorded, monitored, and assessed.
- Organise and maintain a key worker system.
- Ensure high standards of quality assurance in all areas of the early years' curriculum.
- Adhere to the Child Protection Policy of NFRC and ensure any concerns are acted upon immediately and appropriately. Develop services, in addition the early years services, to meet the needs of parents and families attending the EY Setting.
- Keep strictly confidential any personal information relating to the children, their families or members of staff learned as part of the job.
- Encourage the active participation of all parents in the setting.
- Represent the group during the Tusla, HSE, Department of Education and Pobal inspections and verification processes.

### ***General***

- In collaboration with the Early Years Head of Services, CEO and Sub-Committee update and implement all policies and procedures of the setting.
- Maintain all records relating to the management of the setting.
- Regularly monitor and evaluate practice and the quality of provision.
- Monitor and report on income and expenditure of the Early Years' service.
- Network with appropriate statutory and voluntary agencies including Limerick Childcare Committee & ABC Start Right.

Additional tasks that may be deemed necessary by the Board of Management for the effective co-ordination of the Early Years Setting.

# NORTH SIDE

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## FAMILY RESOURCE CENTRE

<b>Northside Family Resource Centre</b>	
<b>Personal Specification</b>	
<b>Job Title:</b>	Early Years Manager
<b>Name of Employer:</b>	Northside Family Resource Centre
Essential	Desirable
<ul style="list-style-type: none"> <li>▪ Minimum of 5 years experience of working in children’s services or similar.</li> <li>▪ Knowledge and experience of working with vulnerable families.</li> <li>▪ At least three years experience of managing staff.</li> <li>▪ Project management skills – a minimum of three years experience of managing a project of similar complexity.</li> <li>▪ A third level qualification at NFQ Level 7 in Early Years; Community Development; Social Work or related area.</li> <li>▪ Financial management skills.</li> <li>▪ Experience of identifying funding opportunities and successfully compiling funding applications.</li> <li>▪ Excellent report writing skills.</li> <li>▪ Strategic planning and evaluation experience.</li> <li>▪ Good computer skills.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A third level qualification at NFQ Level 9 in Management; Early Years; Community Development; Social Work or related area.</li> <li>▪ Experience of working with a Voluntary Board of Directors.</li> <li>▪ Experience of working with multiple cultures and a variety of target groups.</li> <li>▪ Management Training.</li> <li>▪ Experience of representing a project at regional or national level.</li> <li>▪ A proven track record of liaising and building relationships with voluntary and statutory agencies.</li> <li>▪ Comprehensive understanding of policy development in relation to the Early Years Sector; Poverty; Community Development and/or family support.</li> </ul>

<b>Northside Family Resource Centre</b>	
<b>Terms of Employment</b>	
<b>Job Title:</b>	Early Years Manager
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#### **Accountability**

The Early Years Manager will report and be responsible to the Early Years Head of Services, CEO and ultimately the Voluntary Board of Management.

#### **Hours of Work**

- The post will be full-time i.e., 39 hours per week, Monday to Friday between 8a.m. and 6p.m.
- The Manager will be expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.
- The contract will be permanent subject to continued funding through the various Childcare Schemes.
- There is an expectation the Manager will work across sites as required all of which are located on the Northside of Limerick City.
- A ten-month probation period will apply.

#### **Salary**

The salary scale is €41,900 – 54,839 per annum pro rata. This will be offered at a level that is commensurate with qualifications and experience.

#### **Pension**

A pension scheme, to which management contributes, is in operation.

#### **Confidentiality**

The Manager will be expected to always observe confidentiality in relation to the business of the Family Resource Centre.

#### **Holidays**

Twenty-five days per annum plus public holidays and 2 Company Days.



**Garda Vetting**

The position is subject to the completion of a satisfactory Garda Vetting process.