

Respond: Regional Early Years Manager **(<https://www.activelink.ie/node/109987>)**



Respond is a construction led Approved Housing Body and service provider. We're expanding our dedicated team, seeking individuals who possess both the drive and skills necessary to help us make a significant impact.

Role: Regional Early Years Manager

Location: Munster Region

Reporting to: National Early Years Manager.

Terms: Permanent, Full-Time Role 39 Hours Monday – Friday

Salary: €50,000 - €55,000 Depending on experience

Job Purpose:

The Regional Early Years Manager will support and assist the National Manager in the nationwide delivery and development of ELSAC Department. They will report directly to the National Early Years Manager.

Main Duties / Responsibilities

- Work closely with the National Manager in the implementation of Respond's strategic goals and ELSAC departmental strategic goals and KPI's
- Line manage an allocated number of services in a defined geographical area
- Lead a culture of compliance through mentorship and internal auditing
- Work closely with National Quality Practice Mentor by supporting the implementation of National Quality Framework, Aistear and Siolta and Cor advantage.
- Collate the monthly report and submit to National Manager.
- Undertake community needs assessment for potential new service and existing services to ensure service delivery is needs led.
- Build relationships with and represent *Respond* to various external bodies, groups and agencies, including community, statutory, private and funding bodies.
- Mentor and coach direct reports through carrying out supervision, performance appraisals and team building events.
- Provide support in meeting the administrative requirements of companywide portals such as Hive, privacy engine and TMS.
- Support services to operate within their approved Tusla registration through mentoring the adherence to the Child Care Act 1991 (Early Years Services) Regulations 2016 and any subsequent Childcare Regulations.
- Participate in internal and external committees/groups that are focused on enhancing service provision.
- Negotiate with key Stakeholders, (CCCs, Pobal, Dept. of Education and Children) partners and departments, regarding funding, finance & policy
- Support evidence-based practice and outcomes through devising and implementing policies and procedures
- To work closely with other functional leads, in Family Supporting, housing dept, Human Resources, Finance etc., to ensure close coordination and alignment of organisational goals and strategy
- Implement Complaints Procedure and Appeals
- Act as Regional Designated Liaison Person and support the overall adherence to Respond's Child Safeguarding Policy.
- Ensure all information and data is collected, stored, managed, monitored and accessed in according with relevant policies and procedures and best practice.
- Risk management and ensuring the services comply with all health and safety legislation.
- Development of effective quality assurance measures, implementation and evaluation of same.

- Any other duties within the general requirement of this job description which may be required from time to time.

Education

- A relevant 3rd level qualification (L8) is essential
- A relevant post-graduate qualification is desirable

Skills and Experience Requirements

- A minimum of five years working in not-for-profit Early Learning & School age sector
- A minimum of three years management experience in early years sector
- Proven track record in the development of Tusla approved Early Years & School Age Sector
- Proven track record in the development, implementation and evaluation of Early Years policies & procedures
- Experience of accessing appropriate funding streams for establishment and operation of Childcare Facilities
- Experience of social inclusion issues
- Human Resource
- Relationship building with external stakeholders
- Excellent report-writing skills
- Communication- presentation
- Excellent administration skills

Competencies

- Leadership ability
- Strong communication skills
- Team Player - ability to work as part of a team
- Strong relationship-building and networking skills
- Excellent Attention to detail
- Advocacy skills

Additional Requirements:

- The full use of a car and a full clean driving licence is essential
- Garda Vetting is required on an ongoing basis

Applications should be submitted by clicking [here](https://api.occupop.com/shared/job/regional-early-years-manager-87d90/Activelink) (<https://api.occupop.com/shared/job/regional-early-years-manager-87d90/Activelink>) on or before close of business on Wednesday the 14th of August.

Respond is committed to equal employment and growing a diverse workforce. If you do not “tick every box” there are likely other valuable attributes and skills that you have, that would make you a great fit for the organisation. We welcome applications from people of all cultures, nationalities, genders and from anyone who has historically faced social exclusion. If you feel this role is for you, then please apply.

Region

Munster

Date Entered/Updated

1st Aug, 2024

Expiry Date

14th Aug, 2024

Source URL: <https://www.activelink.ie/vacancies/children-youth/109987-respond-regional-early-years-manager>