

Roscommon County Childcare Committee: Childcare Development / Project Officer & Manager **(<https://www.activelink.ie/node/115923>)**



Join our Team - Roscommon County Childcare Committee (Roscommon CCC) CLG acts as the local agent of the Department of Children, Disability and Equality for the local implementation of national childcare programmes at county level throughout County Roscommon. We are now seeking to fill the following two positions within our team.

Employer: Roscommon County Childcare Committee CLG

Location: Roscommon County Childcare Committee Offices, Knock Road, Castlerea Eircode: F45P959 or as designated by Roscommon CCC

Health: Candidates shall be in a state of health such that indicates a reasonable prospect of ability to render regular & efficient service.

Garda Vetting: The successful candidates will be required to be Garda Vetted.

Good command of English (i.e. grammar, spelling, and sentence construction) is required for both positions as well as a clean full driver's license & provision of own car for business purposes. Willingness to work flexible hours as required at times, i.e. late evenings and, on occasions, weekends required for both posts.

Role 1: **Childcare Development / Project Officer (CDO)**

Overall description of the post:

To Support the delivery of Roscommon CCCs Annual Statement of Work and national childcare programme supports to the local Early Learning and Care (ELC) and the School Age Childcare (SAC) Sector.

Terms & Conditions: Contract of indefinite duration subject to ongoing funding & successful probation period.

Salary: Local Authority Grade 5, Point 1.

Annual Leave Allowance: 24 days annual leave. Bank holidays are additional.

Hours of Work: 9.30 – 5pm Mon- Fri with evening/weekend work on occasions forming part of a 35hr week. Flexibility will be required. Time off in lieu will be offered for hours worked outside of normal working hours in line with Roscommon CCC employee handbook and company policies

Eligibility Criteria:

- Third level qualification (minimum level 8), preferably in Early Childhood Education and Care (Minimum of 3 years' experience of working in the Early Learning and Care (ELC) and the School Age Childcare (SAC) Sector
- Good understanding of national policy and regulation in relation of the ELC/SAC sector
- Good working knowledge of relevant national childcare programmes and the administration associated with these.
- Excellent IT and administrative skills, including experience in report writing and use of SharePoint, Microsoft Office Package including Word and Excel applications.
- Experience in the development and/or delivery of training/workshops/networks (Communities of Practice) Excellent time management skills and a strong ability to deal effectively with enquiries from the public.

This post involves both desk based and onsite support to services within Roscommon CCCs remit in County Roscommon and will involve training/meetings/support visits often outside of normal working hours.

Role 2: Manager

Overall description of the post:

The Manager will have a key leadership role within the company in the delivery of Roscommon CCCs Annual Statement of Work and will have the four key areas of responsibility i.e. Operational Management/Strategic Management/Leadership & Staff Management/Collaborative Working

Terms & Conditions: Contract of indefinite duration subject to ongoing funding & successful probation period.

Salary: Local Authority Grade 7

Annual Leave Allowance: 28 days annual leave. Bank holidays are additional.

Hours of Work: 9.30 – 5pm Mon- Fri with evening/weekend work on occasions forming part of a 35hr week. Flexibility will be required. Time off in lieu will be offered for hours worked outside of normal working hours in line with Roscommon CCC employee handbook and company policies

Eligibility Criteria:

- A minimum of three years' experience in a senior management role and a third level qualification at Level 8 or higher in a relevant discipline, which may include Childcare, Governance, HR, Management, Social Care/Science, Community Development, Education, Family Support
- Experience in large budget management/oversight and reporting to funders
- Experience of managing Corporate Governance and Compliance pertaining to the public sector and charitable/community voluntary organisations
- Strong understanding of policy developments within the early years sector

How to Apply:

Full Job Description and Application form are available to download from www.roscommonchildcare.ie (<https://www.roscommonchildcare.ie/roscommon-ccc-have-two-positions-vacant-within-our-ccc-team/>)

A completed application form and cover letter should be sent **by email only with the post you are applying for in the subject line** to Roscommon CCC Chairperson seancrehan@eircom.net (<mailto:seancrehan@eircom.net>)

Closing date for applications is 5pm on Wednesday 18th June 2025 Late applications cannot be accepted.

Selection Process: Roscommon CCC reserves the right to shortlist applications based on the information supplied in the application form. In the event of a shortlisting exercise being employed, we will examine the information provided in your application, assess it against the criteria based on the requirements for the position and decide if you will be shortlisted, relative to the other candidates applying for the position. Roscommon CCC reserve the right to form a panel from this recruitment process. Satisfactory evidence of qualifications and references are requisite to the successful candidate taking up the post.

Use of Data: All personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our GDPR and documents retention guidelines. All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

Roscommon County Childcare Committee CLG is an Equal Opportunities Employer



Region
Co Roscommon

Date Entered/Updated

29th May, 2025

Expiry Date

18th Jun, 2025

Source URL: <https://www.activelink.ie/vacancies/children-youth/115923-roscommon-county-childcare-committee-childcare-development-project-officer-manager>