

Job Title: Early Years Deputy Manager

Reports To: Childcare Manager

Department: Children & Family Services

Location: Ozanam House Community
Resource Centre, Dublin 1

Job Holder: VACANT

Date of JD: May 2025

Contract Type: Permanent Part Time

Hours: 22.5 hours per week

Salary: €23,832 per annum



About SVP

SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of over 12,000 volunteers and 700 employees, it is strongly committed to working for social justice and advocates the creation of a more just and caring society.

SVP is committed to ensuring that everyone we encounter, regardless of age, gender identity, disability, sexual orientation, or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, and exploitation. All employees are expected to act in accordance with SVP policies on Dignity & Respect and Safeguarding in respect of related Children and Vulnerable adults Safeguarding policies and procedures.

The founder of the Society, Blessed Frederick Ozanam, was a devout Christian and his legacy of spirituality remains a key element of the make-up of every Conference within the Society. It is normal practice within the Society that prayers are said at the beginning and end of Conference meetings or at other meetings where members are in attendance as this underpins the ethos of the Society. You are not required to take part.

Purpose of the Role

The Deputy Childcare Manager supports the Childcare Manager in overseeing high-quality early years care and education at Ozanam House, ensuring the safety, wellbeing, and development of all children and the effective performance of staff and programmes.

Guidance and Authority

The post holder is expected to operate with degree of autonomy but must escalate issues that involve serious risks, such as resistance to policy implementation, potential harm to stakeholders, significant impact on others' workloads, policy breaches, serious incidents, third-party actions, GDPR concerns, or anything that could negatively affect the Society or its reputation. SAR or other GDPR issues.

Principle Accountabilities

The role holder will be responsible for:

Safeguarding & Child Protection

- Act as Deputy Designated Liaison Person (DLP) in line with safeguarding policy and legislation.
- Ensure the wellbeing, safety, and protection of all children in the service.

Childcare Practice & Curriculum Support

- Provide high-quality care and support for children aged 2.8 to 8 years.
- Deliver and support curriculum development in line with Aistear and Síolta.
- Provide classroom cover as required, ensuring continuity of care and learning.

Leadership & Team Support

- Lead and supervise the team in the absence of the Childcare Manager.
- Supervise and mentor CE participants, students, and volunteers.
- Support the recruitment, induction, and development of temporary and voluntary staff.

Family & Community Engagement

- Build strong, respectful relationships with parents and carers.
- Actively communicate with families to support their engagement with the centre and their child's development.

Administration & Compliance

- Assist with administrative tasks including use of The Hive, record keeping, and policy reviews.
- Maintain full compliance with childcare regulations and internal policies.

Health, Safety & Nutrition

- Ensure the environment remains clean, safe, and hygienic at all times.
- Oversee kitchen operations as needed and promote good nutrition and hygiene practices among children.

Professional Development & Collaboration

- Participate in planning meetings, training, and other professional development activities.
- Work collaboratively with colleagues to support high-quality service delivery.

Challenges

There are a number of challenges in this role, largely determined by the scale, complexity, voluntary nature and high levels of local autonomy with the Society.

- Acceptance of the dynamic of a complex, national, membership organisation and an understanding of how this both contributes to and constrains the work.
- Influencing others not under direct authority.
- Collaborating with and influencing individuals not under direct authority.
- Managing sensitive and varied needs of children and families with empathy and discretion.
- Maintaining confidentiality while handling complex situations.
- Balancing a diverse daily workload that combines hands-on childcare with administrative responsibilities.
- Contributing effectively as part of a dynamic and multidisciplinary team.

Other Information

Although the post is based at Ozanam House Community Resource Centre, Mountjoy Square, Dublin 1. Given the nature of SVP services, tasks and responsibilities will in some circumstances be unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in their job description.

In addition to the duties and responsibilities listed above, the job holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such requirement/ change.

Given the nature of our organisation, employees may request or be required, depending on their role and agreement of management, to work in a more flexible manner and occasionally outside of their normal/standard working hours. Certain roles by their nature may have a requirement to work evenings or

weekends and may be on a shift pattern (as detailed in the written particulars of employment), others may be required to attend evening or weekend meetings with members or may be subject to annual peaks and troughs in the workload. These are usually normal, expected, and foreseeable work-related requirements and staff should ensure that they receive the required breaks and compensatory leave as detailed in the Society's Time off in Lieu policy. Employees are responsible for notifying their manager in writing of any statutory rest period or break to which they are entitled to and were not able to avail of on a particular occasion and the reason for not availing of such rest period or break within one week.

Education, Experience, Knowledge and Skills Required

Education:

- Minimum QQI Level 7 in Early Childhood Care and Education

Experience:

- At least 4 years working directly with children in an early years setting.
- Supervisory or mentoring experience is advantageous.

Knowledge:

- Sound understanding of Aistear, Síolta, and current childcare legislation and practices.

Skills Required:

- Excellent interpersonal, communication, and organisational skills.
- Proficiency in Microsoft Office.
- Strong initiative, flexibility, and a supportive, team-based approach.

The person must also demonstrate the following personal attributes:

- Be honest and trustworthy
 - Be respectful
 - Be flexible
 - Demonstrate sound work ethics
 - Confidentiality
 - Other
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Compensation & Benefits

All SVP benefits are subject to the prevailing policy and associated length of service requirements	
Pension	A core DC pension offering with a 5% employer and employee contribution, and an option to increase to 7% employer contribution on a matching basis
Life assurance	Four times salary
Sick pay	Entitlement to sick pay following 13 weeks, with level of entitlement increasing with length of service (Subject to terms of policy)
Health plan	Group discount for Hospital Saturday Fund (HSF)
Annual leave	23 days annual leave for all staff. Additional day's leave at 5, 10, 15 & 20 years, with a cap of 27 annual leave days
Discretionary days	2 Discretionary days (Christmas Eve & Good Friday)*
Maternity/ Adoptive leave	18 weeks full pay for staff with more than 12 months service
Paternity leave	2 weeks full pay for staff with more than 12 months service
Christmas Voucher	€250 voucher for all staff (Subject to terms of policy)
Employee Assistance Programme (EAP)	6 counselling sessions provided per annum
Life Appreciation recognition	Additional one-off 5 days annual leave allocated in year that 25, 30, 35 & 40 years service achieved, plus €250 voucher
Retirement	Staff with 10+ years service will receive a €250 voucher on retirement
Education Support	Fee support up to €1,500 for job relevant courses, plus exam and study leave Further Education Support (Subject to terms of the policy)
Hybrid/Flexible Working Available	SVP support and embrace Flexible Working, including working from home, in line with the SVP Flexible Working Policy (Where appropriate and subject to role requirements and policy)
SVP Experience Day	Up to one discretionary day per year to experience a different aspect of the work of SVP (Subject to conditions)

The information contained in this job description is a true and accurate reflection of the job as at the date specified.