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| **Job title: Childminding Development 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, Disability and Equality (DCDE) and acts as the local agent for DCDE in County Kildare.

MAIN JOB PURPOSE



To work as part of an established team within Kildare County Childcare Committee to implement national childcare policy and regulations in partnership with Childminders and relevant stakeholders throughout Kildare aiming to maintain and increase the development of sustainable quality-focused childminding services in County Kildare.

* To take responsibility for and deliver the childminding actions within KCCC Local Implementation Plan and Statement Of Work in consultation with the Operational Team Lead
* Establish and develop effective working relationships and productive partnerships with childminders.
* Work with current and potential childminders to deliver a high-quality early learning and care and/or school age service to meet the requirements of individual children, families and communities.
* Delivery of local information and training events and other awareness-raising and networking activities for childminders in relation to Tusla registration, available supports and the National Childminding Action Plan.
* Deliver information and training events as required by Kildare CCC.
* Support the roll-out of existing and enhanced supports for childminders, including the Childminder Learner Fund, First Aid training, and Childminder Development Grants.
* Delivery of the pre-registration training to childminders in Kildare in evenings and weekends outside of childminding working hours.
* To identify and support the Tusla-registration of childminders who could potentially register within the current regulatory framework
* To plan, facilitate and evaluate Childminding Training and Networking events outside of childminding hours
* Carrying out such other tasks as may be required from time to time.

**Person Specification:**

**Essential Criteria:**

* A relevant qualification at level 8 or above in one or more of the following areas, Early Years Education and Care, Community Development, Training and Development
* Minimum of 3 years work experience in childcare and/or community development
* A good understanding of Early Learning and Care and the School Age Childcare and childminding Sectors in relation to national policy and regulation.
* Development and delivery of training/workshops/networks (Communities of Practice)
* Excellent IT and administrative skills, including experience in report writing and use of Microsoft Office Package including Word and Excel applications.
* Experience in the development and/or delivery of training/workshops/networks (Communities of Practice)
* Highly motivated and committed to working as part of a team as well as on own initiative.
* Excellent interpersonal and communication skills both written and verbal with the ability to engage on an individual and group basis.
* Excellent organisational skills, attention to detail and ability to solve problems.
* Excellent IT and administrative skills, including experience in report writing and use of Microsoft Office Package including Word and Excel applications.
* Have a full clean driving licence and access to a car during working hours

**Desirable specification:**

* Experience of working with the childminding sector and a good understanding of the policy context for childminding
* Experience teaching adult education, community development, project management, including initiation, implementation and review.

**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 always
* 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 contract to the Kildare County Childcare Committee on a fixed term contract -35 hours - to 31st December 2023 (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 V

<https://www.forsa.ie/local-government-salary-scales/>

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