



JOB DESCRIPTION

Job Title:	Manager
Reports To:	Chairperson
Responsible To:	Operational Committee
Responsible For:	All Staff

Main Purpose of Job

The Manager will work in association with the Galway Childcare Committee Operational Committee, to implement the Annual Implementation Plan and Statement of Work, The Manager will effectively manage the staff team and operational activities as informed and directed by the Department of Children and Youth Affairs (DCYA).

Principal Duties and Responsibilities

Leadership/Co-ordination

- Develop in co-ordination with the Operational Committee and staff team an annual action plan (Local Implementation Plan) in line with the requirements of the DCYA
- Direct, lead and support all staff members as appropriate in accordance with the programme activities detailed in the Local Implementation Plan and Statement of Work and the requirements of the Department of Children and Youth Affairs funding programmes.
- Oversee the local implementation of the National Objectives of the DCYA Programmes.

- Plan and manage the activities of all staff, facilitating weekly staff meetings.
- Act as the Designated Liaison Person in relation to Child Protection.
- Ensure effective communication with Childcare Service Providers, identifying their needs and providing up to date information and training in line with DCYA guidelines.
- Assist Childcare Services to comply with Preschool Regulations and with the contractual requirements of the DCYA quality and funding programmes.
- Build and maintain effective relationships with local, regional and national organisations, to support initiatives to meet the needs of children and families in Galway
- Raise the awareness and status of childcare with relevant statutory, private and voluntary sectors through membership of relevant interagency groups and through seminars and information sharing events.
- Advise on the implementation of appropriate childcare supports and services through membership of relevant strategic planning structures and by providing information to agencies involved in local and regional planning.
- Provide regular reports and updates to the Operational Committee and the Board of Galway Childcare Committee
- Advise and assist the Operational Committee in providing input into national policy making which could have a bearing on its work and affect the lives of children and families.

Development of Childcare Sector

- Work with key stakeholders to implement quality programmes for Early Learning and Care services and School Age services
- Oversee the planning, development and implementation of special initiatives to address issues of social inclusion and family support
- Apply for and access available funding to participate in programmes and projects to help deliver the remit of Galway Childcare Committee and develop the childcare sector.

Publicity

- Act as the point of contact and main representative for Galway Childcare Committee with DCYA, through attendance at national meetings and through carrying out research as required to provide local data to DCYA and Pobal
- Represent Galway Childcare Committee at Childcare Committee Ireland (CCI) meetings, conferences, seminars, meetings of local structures and other events, as required.
- Develop and promote the image of Galway Childcare Committee by developing and presenting reports, developing and giving presentations, and ensuring the website is kept active and updated.
- Develop and build professional relationships with a range of stakeholders across a range of national and local organisations involved with or linked to the Childcare and Early Years Education Sectors.
- Ensure that Galway Childcare Committee funds and finances are managed in compliance with all national financial rules and regulations, governance standards and procurement practices. To include the monthly reporting of accounts and expenditure to the Chairperson and Operational Committee and updates to Board in line with schedule of meetings.

- Ensure that the correct team is in place (both employees and temporary contracted expertise or support as required) with the right skills and abilities to deliver the programme of work. Responsible for motivating, managing performance and developing teams and encouraging personal and professional development of all employees in line with Galway Childcare Committee policy.
- Ensure effective tracking, monitoring and management of Leave in line with agreed policies, managing absence effectively.

Management, Governance & Compliance

- Ensure that Galway Childcare Committee funds and finances are managed in compliance with all national financial rules and regulations, governance standards and procurement practices. To include the monthly reporting of accounts and expenditure to the Chairperson and Operational Board and updates to Galway Childcare Committee Board in line with schedule of meetings.
- Ensure that the correct team is in place (both employees and temporary contracted expertise or support as required) with the right skills and abilities to deliver the programme of work. Responsible for motivating, managing performance and developing teams and encouraging personal and professional development of all employees in line with Galway Childcare Committee policy.
- Ensure effective tracking, monitoring and management of Leave in line with agreed policies, managing absence effectively.
- Ensure all project and programmes are delivered in line with Galway Childcare Committee policies and procedures.
- Act as a point of contact for the appointed accounting firm that produces the annual accounts for the Board, providing supplementary information to comply with Government reporting requirements
- Ensure all records are updated and ready for annual auditing schedule.
- Ensure Health, Safety and Wellbeing legislation is implemented at all Galway Childcare Committee facilities and working practices.
- With Chair and Operational Committee ensure that all appropriate and required Policies, Procedures and Practices are produced and implemented.
- Participate in Operational and Board Meetings, updating the members on progress with Galway Childcare Committee Strategy and Operations.
- Undertake any other duties as may be reasonably assigned by the Chairperson acting on behalf of the Operational Committee and the Board of Galway Childcare Committee

Qualifications, Experience & Person Specification

- You must have at a minimum third level qualification at Level 8 in Early Childhood Care and Education or equivalent.

Experience

- A minimum of five years post qualification work experience in the early childhood care and education sector.
- Demonstrated experience of managing, motivating and developing a team in a busy working environment.

- You must demonstrate an in-depth knowledge of childcare policy in the Irish context and of current DCYA quality and funding programmes.
- Experience in financial management in particular budgeting and reporting, ideally to include experience of preparing for and participating in financial auditing.
- Experience of client and stakeholder liaison and interagency working to develop local initiatives to meet identified needs of children and families.
- Experience of and a demonstrated ability to plan and implement effective project management.
- Ability to communicate effectively and with impact and influence, both verbally and in writing, internally and externally at all levels.
- Demonstrated ability to use initiative.
- Performance orientated with an ability to work unsupervised to deliver agreed targets.
- Higher level experience in the use of Microsoft Word, Excel and PowerPoint.
- Proven report writing and presentation.
- Strong leadership qualities.
- Self-sufficiency and reliable, while being a good team player.
- Demonstrates energy, dynamism and a positive attitude.
- Takes ownership of tasks and is determined to see them through to a conclusion
- Sound judgement, analysis and decision making abilities.
- The ability to manage time effectively and work to multiple deadlines delivering on time.
- Strong interpersonal skills and the ability to communicate effectively at all levels.
- Possess a diplomatic manner, with the ability to identify and resolve conflict situations in early course.
- Have a full clean driver's licence
- Agree to undergo Garda Vetting

Terms of Employment

- The successful candidate will be offered a contract of indefinite duration following completion of a 12 month probation
- The salary scale for this role is €47,589 – €58,157
- You will be eligible to join the company pension scheme following completion of a 12 month probation
- You will be based at the offices of Galway Childcare Committee, 9b Liosban Retail Centre, Tuam Road, Galway.
- You will be expected to travel to local and national meetings as required

How to Apply

Please apply by email only to catherine@galwaychildcare.com sending a letter of application and CV. Please note that no other address is accepting applications.

GCCC is an Equal Opportunities Employer