



Childcare Committee

County Kerry

Coiste Cúram Leanaí Chiarraí Teo

Kerry County Childcare Committee CLG, Unit 5 DavCon Business Centre, Monavalley Business Park, Tralee, Co Kerry.

Phone 066 7181582 www.kerrycountychildcare.com

Kerry County Childcare Committee CLG

Development Officer- Job Description & Person Specification

Kerry County Childcare Committee's vision

'Kerry County Childcare Committee (KCCC) CLG endeavours to implement the County Childcare Strategy, which aims to co-ordinate, support and advocate for the provision of quality, accessible and inclusive Childcare service throughout the county.'

Kerry County Childcare Committee is looking to recruit a Development Officer; this is a 35-hour contract of indefinite duration. (All contracts are subject to funding)

Eligibility Criteria

Essential

- A minimum qualification at Level 8 in Early Childhood Care and Education or relevant discipline
- Comprehensive knowledge of all Government funding schemes, including ECCE, NCS, Core Funding programmes rules, and the HIVE.
- A comprehensive understanding of the early childhood, care, and education sector, childminding, current childcare legislation, and government policy.
- A minimum of 3 years' experience working in the sector preferably in a support/mentoring role.
- Experience in delivering training.
- Excellent Interpersonal/teamwork skills.
- Excellent administration and organisational skills
- Self-motivated and possess the ability to work on own initiative.
- Proven ability to work effectively within a team.
- Experience in preparing reports and correspondence.
- Use of a car and full driving license

Desirable

- Train the Trainers (TOT) training or an Adult Education course would be advantageous.
- Working knowledge of the Irish language is desirable.
- Good IT abilities including experience in the use of Microsoft Word, Excel, and Access. Social media, Facebook, Twitter (X), Microsoft Outlook, and website maintenance are desirable.

Salary Grade 5 pt. 1

Duties & Responsibilities

- To respond to information and advice requests as appropriate from parents, Early Years Providers, School Aged services, and members of the public etc.
- To support the delivery and administration all Government funding schemes, including ECCE, NCS, and Core Funding programmes, and the HIVE.
- The delivery of local information and training events and awareness-raising activities, for Early Years providers and Childminders such as Communities of Practice events, Networking events, Funding Programmes information sessions, Quality and Inclusion Support sessions, etc.
- Deliver sectoral-specific training such as Always Children First; AIM Diversity Equality and Inclusion; Aistear Síolta workshops, compliance, and programme funding information sessions; and at times design relevant/tailored workshops as required.
- Provide support, and information on capital and other grant application processes.
- Provide support, advice, and information on sustainability funding streams and support services through the sustainability process.
- To work with current and potential service providers to deliver high-quality early learning and care and/or school-age services to meet the requirements of individual children, families, and communities and to comply with regulatory requirements.
- Assist the Manager in the planning, development, writing, reporting, and implementing of the annual work programme under the direction of the Governing Body.
- To provide regular work reports as directed.
- To develop and update databases as required.
- To contribute information for the company's website and social media presence.
- To record all activity on SIA (database) to facilitate information gathering and record keeping.
- To act as Kerry CCC CLG. staff resource/representative on relevant committees and inter-agency working groups to facilitate a coordinated approach to the development of Early Years, School Age, and Childminding services in Kerry and nationally.



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- Participation in continuous professional development as required to support ongoing implementation of the work.
- To assist colleagues in the planning, organising, and facilitating of events including training courses, workshops, seminars, network meetings, etc. individually or as part of the Kerry CCC team.
- To adhere to the policies and procedures of Kerry County Childcare Committee CLG.
- To carry out any other duties as may be assigned by the Manager or Governing Body of Kerry CCC CLG.

The appointment is subject to conditions (i.e. Medical, Garda Vetting)

Flexibility is required to work at night or the weekend.

Kerry CCC CLG is an equal-opportunity employer.

Please send a copy of your completed application form, together with a cover letter to:

**The Chairperson, Kerry County Childcare Committee, Unit 5 Davcon Business Centre,
Monavalley Business Park, Tralee, County Kerry or
by email to info@kerrycountychildcare.com**

**Candidates will be short-listed based on information supplied in their Application Form to be
received no later than 5pm 23rd October 2024**

**It is anticipated interviews will take place on Thursday 31st October or Friday 1st November
2024.**