

JOB DESCRIPTION

TITLE : Early Years Manager
LOCATION : Sure Start Office
RESPONSIBLE TO: Programme Manager

Summary:

As part of the senior management team, to manage and develop Early Years services in the Coleraine Sure Start Partnership catchment area by managing staff, services, evaluation and other developmental initiatives.

Main Duties and Responsibilities

Delivery and Promotion of Services

- To provide an over-arching role in planning and overseeing Early Years activity which is integrated into the full Sure Start programme and is complementary to the activities of other service providers.
- To support settings delivering the Development Programme for Two to Three Year Olds through monitoring and review of services; attending cluster groups; supporting staff with planning and working collaboratively with the Programme Specialist.
- Maintain regular contact with local Early Years groups within the catchment to provide information and respond to needs identified by groups.

Information and Evaluation

- To work with the Early Years team in the development of information relating to the evaluation and measurement of services provided.
- To support the administration of projects and initiatives as required.
- To develop and maintain quality assurance systems in conjunction with the Programme Manager and wider core team.
- To participate in the collation of all relevant information to inform a yearly business plan.
- To complete necessary reports to support the requirements of Coleraine Sure Start, NCCP and the Department.
- To participate in consultation with users.

Staff Management

- To support, motivate, coach, supervise and appraise the Early Years staff team.
- To support the development and delivery of services by the team and manage performance to meet annual targets.
- Identify the training and development needs of designated staff.
- Take part in recruitment and selection of staff to agreed levels.

Other

- To perform the functions of Designated Child Protection Officer.
- To perform the functions of Fire Safety Warden and other Health & Safety responsibilities.
- To attend meetings both internal and external to promote the work of Sure Start, deputising for the Programme Manager when required.
- To ensure appropriate expenditure to support the delivery of Early Years services, in conjunction with the Programme Manager.
- To adhere to Sure Start policies and procedures.
- To maintain confidentiality at all times.

This job description is not intended to be rigid or inflexible but provides guidelines within which the individual works. It must be noted that the duties designated and the location of the post may be subject to change in the future, to meet the needs of the project.

PERSON SPECIFICATION

Title: Early Years Manager

Salary: NJC Point 23 - 25 (**37 hours**)

Notes: You must clearly demonstrate on your application form under each question how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly do this for both the essential and desirable criteria.

The following are ESSENTIAL criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

ESSENTIAL CRITERIA	Method of Criteria
Qualifications: GCSE English and Maths at Grade C or above (or equivalent)	Shortlisting by Application Form Certificates checked if successful
Qualifications: At least a qualification at QCF Level 5 Diploma in Childcare, Learning and Development or Playwork; or a relevant occupational qualification in Early Years Education, Social Work, Nursing, Teaching or Health Visiting AND two years' experience working in a play, education, youth or day care setting.	Shortlisting by Application Form Certificates checked if successful
Experience: A minimum of two years' experience effectively managing a staff team (within the last 5 years)	Shortlisting by Application Form
Experience: A minimum of two years' experience of working in partnership with other agencies and organisations in a leadership role OR representing your organisation (within the last 5 years)	Shortlisting by Application Form
Experience: Evidence of good communication skills - both oral and written	Shortlisting by Application Form AND Interview/Presentation
Experience: Evidence of good IT skills and competent use of Microsoft Word, Excel, Power Point and Outlook	Shortlisting by Application Form AND Interview/Presentation
Experience: Proven ability of planning and leading initiatives effectively	Shortlisting by Application Form AND Interview/Presentation
Experience: Evidence of the ability to work effectively in a team and on your own initiative	Shortlisting by Application Form AND Interview/Presentation
Knowledge/Skills: Knowledge of devising and implementing Programmes or group facilitation	Interview/Presentation
Knowledge/Skills: Knowledge and understanding of evaluating practice	Interview/Presentation
Other: Candidates must have access to a form of transport which will permit them to meet the requirements of the post in full	Shortlisting by Application Form