Job Description

Job Title: Area Manager

Responsible to: Director of Operations

Salary Scale: NJC Scale, Point 38-44 (£31,754 - £37,206)

Hours: 37 hours per week

Location: Northern Health and Social Care Trust area

Base: Early Years Cullybackey Office

Tenure: Permanent

Allowances: Travel expenses will be paid according to Early Years – the organisation for young children rates and guidance.

1. Job Purpose

The Area Manager will be responsible for leading and managing a team of Early Years Specialists and Advisers within the Northern Health & Social Care Trust (H&SCT) area. This will involve identifying and meeting the needs of early years services, supporting and mentoring Early Years staff and working in partnership with other agencies. The post holder will also be responsible for the management and development of the Traveller Toybox project.

2. Key Tasks

Service Delivery

• To identify the needs of the early years’ sector within the specified H&SCT area, and have strategic input to the development and delivery of services to meet this need.

• To take a lead in developing the identified core theme and implementing and sharing best practice from this theme with other team members across the other Board areas.

• To be professionally well informed about current evidenced based practice.

• To work closely with the Director of Operations to develop best practice models of support for early years settings.

• To support members of the Senior Management Team to develop the programme content and delivery of the internal practice forum.

• To ensure that the content of training programmes being delivered meets the needs of the sector.
• To line manage the Traveller Toybox project to ensure that targets are met and the project achieves positive outcomes for Traveller families.

• To develop regular work plans and progress reports outlining targets and outcomes achieved.

• To draft contracts and service level agreements to reflect best practice.

• To develop high quality and innovative practice in partnership with other agencies.

• To play an active role on local intersectoral fora and establish appropriate networks with colleagues in the statutory and voluntary sector.

• To support and promote the membership of Early Years through the Early Years branch network.

Quality Assurance

• To develop and implement systems to ensure standards of quality are set and maintained in the delivery of services including training to early years’ settings and other customers.

• To liaise with the Education Training Inspectorate and Social Services Inspectorate with regards to improving quality within early years settings.

• To work closely with the Toybox team to monitor and evaluate the Toybox project and ensure that targets are met and positive outcomes are achieved for Traveller families.

• To liaise with the Dept of Education regarding monitoring and evaluation of the Toybox project.

Financial Management

• To play a role as a member of the Early Years Middle Management Team in preparing and monitoring annual budgets and working to agreed financial targets.

• To ensure that staff are aware of the key role of financial planning and that staff operate within the financial systems of Early Years.

• To ensure effective management of the Toybox budget.

Staff Management

• To play a role as a member of the Early Years Middle Management Team to ensure a co-ordinated approach to the delivery of services.

• To provide direct line management to Early Years staff, the Toybox Team Leader and other allocated staff to ensure they receive appropriate direction, mentoring and support; this will include recruitment, induction, supervision and training.
• To ensure that staff have clear personal development plans and are supported to develop skills and competencies.

• To work with Corporate Services Team to ensure compliance with all organisational processes, e.g. ICT, Human Resources and Finance.

3. General

• To represent Early Years as agreed with the Line Manager.

• To be committed to own and employees’ personal development and growth.

• To provide the appropriate service and to treat all stakeholders in a courteous and respectful manner.

• To demonstrate commitment to Early Years by regular attendance and the efficient completion of tasks allocated.

• To take part in and assist in the organisation of special events, outings, visits and any other activities as required.

• Be available for planning, review, support and appraisal meetings and any relevant training and staff development as required.

• To carry out all duties in compliance with Early Years Health and Safety Policy and Statutory requirements.

• To adhere to Early Years values and behaviours in all aspects of employment.

• To adhere to Early Years Equal Opportunities Policy throughout the course of employment.

• To adhere to Early Year’s Confidentiality Policy.

• To adhere to Early Years Child Protection Policy and Procedures.

• To maintain the high standards of personal accountability to ensure the ongoing confidence of the public in the staff of Early Years.

• To carry out any other duties falling reasonably within the competence and capability of the post holder.

The duties and responsibilities outlined in this Job Description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore that duties, designation and location of the post might be subject to change in the future to meet the changing requirements of the service.