

# Job Description

<b>Job Title:</b>	Project Manager
<b>Responsible to:</b>	Early Years – the organisation for young children
<b>Reports to:</b>	Director of Services
<b>Salary Scale:</b>	NJC Scale 38-43 (£41,881 - £46,845 pro rata)
<b>Hours:</b>	37 hours per week
<b>Location:</b>	Clogher Valley Surestart
<b>Tenure:</b>	18 months Fixed term contract, with possible extension subject to review
<b>Allowances:</b>	Travel expenses will be paid according to Early Years – the organisation for young children rates and guidance.

## 1. Job Purpose

To promote and develop high quality, evidence-informed early childhood services for young children, their families and communities, working to ensure children are:

- Strong, competent and visible in their communities
- Physically and emotionally healthy
- Eager and able to learn
- Respectful of difference
- Grow up in a peaceful, prosperous and shared region

Guided by our values:

- Childhood - in its own right
- Listening to children – and those who care for them
- A strong voice for children
- Play, fun and creativity
- Parents as first educators
- Participation of children and families
- Community involvement and development
- Partnership
- Inclusion and diversity
- Excellence and evidence-based innovation
- Effective stewardship and governance

- A professional, committed and recognised workforce
- Valuing staff, members and their commitment

Working ethically is intrinsic in all that we do: We endeavour to work fairly, with honesty and transparency; everything we do has to stand the test of public scrutiny. We should be caring and responsible for our actions, show respect for our colleagues, and always work for the benefit of the communities we serve, spaces we inhabit and culture we create.

***The post holder will be responsible for*** leading and managing the Clogher Valley Sure Start initiative, providing vision to, and direction for, the programme and ensure its ongoing development.

The post holder will continue to develop and sustain cooperative working arrangements with the Sure Start Management Board, Sure Start staff, partner organisations, other service providers and parents to achieve the outcomes set out in the Sure Start Business Plan. They will ensure that high quality services which meet the needs of children under four and their families are planned and delivered effectively.

## **2. Key Tasks**

### 2.1 Operational Management / Service Delivery

- To lead and operationally manage a multidisciplinary, interagency staff team providing an integrated service for a diverse range of families and children from pregnancy to their fourth birthday.
- To provide day-to-day management for all staff and ensure ongoing liaison with employing partners/professional Line Managers in relation to staffing issues. Line Manager designated staff including provision of formal supervision and performance development reviews..
- To develop protocols to ensure professional leadership and governance for all services and staff within the Sure Start team.
- Support the Senior Management Team of Early Years in the development and implementation of the organisation's strategic and operational plans.
- To develop and implement plans at operational and strategic level, including production of three yearly strategic plans and annual business plans.

- To operationally manage the activity of partner organisations providing services within the Sure Start programme.
- To manage the commissioning, purchasing, implementation, monitoring and evaluation of all services and activities within the SureStart Project, including the Programme for 2-year olds and Daycare initiatives; focusing on cost effectiveness and appropriate timescales to achieve the maximum benefit to the SureStart community for 0-4 year-olds and their families.
- To act as the Designated Officer for Child Protection and Adults at Risk within the Sure Start Project.
- To act as Registered Person for all registered services, for example, the Developmental Programme for 2-3 Year Olds.

## *2.2 Quality Assurance, Improvement and Innovation*

- Ensure that the project meets its targets and its strategic objectives and requirements in line with project resources. Prepare and submit quarterly monitoring reports, and other reports as required.
- Contribute to the development, implementation and evaluation of processes and mechanisms in the delivery of the projects aims and objectives.
- Promote a culture of learning and development and facilitate arrangements for and participate in training and development of staff as agreed for the performance of their duties. Where training is in accordance with relevant standards make sure you have the relevant competences in order to carry out this responsibility.
- Support continuous improvement within the SureStart programme through participation in quality programmes such as EFQM Excellence Model and Investors in People.
- Actively promote reflective practice, evaluation, research and innovation within the team and with key partners.
- Implement and manage change as a result of evaluation and audit findings and feedback.
- To ensure that all staff are properly trained in all relevant procedures which will include Health and Safety, Equal Opportunities, and Child Protection regulations and policies.

## *2.3 Financial Management*

- To ensure the maintenance of agreed systems for budget management and control in conjunction with the Lead Body.

- To closely monitor budgets and provide reports to the Management Committee, Childcare Partnership and others as required.
- Adhere to agreed policies and procedures including standing financial instructions.
- Manage and monitor service standards, contracts and agreements arising from relationships with internal and external suppliers.

#### *2.4 Partnership Management and Communication*

- To represent Early Years and SureStart on all relevant forums and partnerships, ensuring a joined up approach to service delivery and planning
- To develop and maintain effective working relationships with all partner agencies (both Management Committee and external stakeholders) to ensure a positive contribution to SureStart service delivery and achievement of outcomes.
- To maximise the co-operation of all partners in developing and delivering the strategic and business plans, through consultation and formal working protocols.

#### *2.5 Staff Management*

- Develop appropriate policies, plans and procedures to optimise the performance of staff within their area of responsibility.
- Manage the full range of people management issues for key staff within their area of responsibility, including recruitment, induction, learning and development and performance management.
- To provide line management to SureStart staff and facilitate effective team working. Encourage and empower others to achieve their goals and reach their full potential through regular supportive conversation and shared decision making.
- Establish and promote a supportive, fair and open culture that encourages and enables all parts of the team to have clearly aligned goals and objectives, to meet the required performance standards and to achieve continuous improvement in the services they deliver.
- Ensure access to skills and personal development through appropriate training and Support

### **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.***