



Job Description

Job Title	CEO
Location	Tipperary Childcare Committee (TCCC), 2nd Floor, Civic Offices, Friar St., Cashel, Co. Tipperary.
Reporting to	Chairperson of the Board
Responsible to	Board of Directors. The CEO leads the team and reports to the TCCC Chairperson, under the direction of the Board of TCCC.
Purpose of the post	The CEO will work, in association with the Board of Tipperary County Childcare Committee (TCCC), to implement the Annual Implementation Plan and Statement of Work. The CEO will take responsibility to further develop the Tipperary Childcare Committee in line with its strategic plan. The CEO will ensure effective management of the staff team, resources and the operational activities of the organisation.
Purpose of the County Childcare Committee	County Childcare Committees support and assist families, early learning and school age childcare providers, with childcare matters at local county level. They support the development of high-quality early childhood care and education at a local level. They are a Department of Children, Equality, Disability, Integration & Youth-funded support and are located in thirty areas nationwide.
Duties and Responsibilities	<p>Leadership/Co-ordination</p> <ul style="list-style-type: none"> • Develop, in co-ordination with the Board and staff team, an annual action plan (Local Implementation Plan) in line with the requirements of the DCEDIY • 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, Equality, Disability, Integration & Youth funding programmes • Oversee the local implementation of the National Objectives of the Department of Children, Equality, Disability, Integration & Youth Programmes • Plan and manage the activities of all staff, facilitating weekly staff meetings • Act as the Designated Liaison Person in relation to Child Protection concerns • Ensure effective communication with Childcare Service Providers, identifying their needs and providing up to date information and training in line with Department guidelines

- Assist Childcare Services to comply with Preschool Regulations and with the contractual requirements of the Departments 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 Tipperary
- 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 Board of Tipperary County Childcare Committee
- Advise and assist the Board 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 Tipperary Childcare Committee and develop the childcare sector.

Publicity

- Act as the point of contact and main representative for Tipperary Childcare Committee with the Department of Children, Equality, Disability, Integration & Youth, through attendance at national meetings and through carrying out research as required to provide local data to the Department and to Pobal
- Represent Tipperary 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 Tipperary 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.

Management, Governance & Compliance

- Work with the Board to systematically review, update and approve Tipperary County Childcare Committee policies to support good governance across the organisation

	<ul style="list-style-type: none"> • Work with the Board on the management, strategic development and maintenance of good governance in Tipperary County Childcare Committee, guided by National Policy pertaining to childcare services • Ensure that Tipperary County Childcare Committee funds and finances are managed in compliance with all national financial rules and regulations, governance standards and procurement practices. • Include the monthly reporting of accounts and expenditure to the Chairperson and to the 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. • Be responsible for motivating, managing performance and developing teams and encouraging personal and professional development of all employees. • 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 the organisation’s 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. • Ensure that all appropriate and required Policies, Procedures and Practices are produced and implemented, in collaboration with the staff team and the Board. • Participate in Board Meetings, updating the members on progress with the organisation’s Strategy and Operations. • Undertake any other duties as may be reasonably assigned by the Chairperson acting on behalf of the Board of Tipperary County Childcare Committee
Eligibility Criteria	<p>A minimum of three years’ experience in a management role</p> <p>A third level qualification at Level 8 in a relevant discipline, which may include; Early Childhood care and education, Management, Community Development, Education, Family Support.</p>
Skills and Competencies	<p>Essential Skills:</p> <ul style="list-style-type: none"> - Minimum of three years project and staff management experience - In-depth knowledge of childcare policy in the Irish context and of current DCEDIY quality and funding programmes. - Excellent communication and networking skills and experience of working collaboratively - Strong leadership skills and performance management experience - Strong understanding and experience of social inclusion issues - Capacity to plan complex service delivery within available resources, experience in the preparation, inputting to and implementation of strategic planning

	<ul style="list-style-type: none"> - Proven experience of compiling operational plans, co-ordinating a staff team to implement and report on same, and completion of progress reports - Proficient in MS packages e.g. Word, Excel, Outlook, programme databases and SharePoint portals - Experience in the delivery of training and supports in the community / voluntary and/or statutory sectors and liaising directly with a Board - Full clean Drivers Licence and access to a car for business purposes. <p>Desirable Skills: A Management qualification Experience of service delivery within disadvantaged communities Knowledge of workings of the community/voluntary/public sector and working directly with a Board of Management.</p>
Terms and Conditions	<p>Contract: full-time, permanent contract</p> <p>Probation: 6 months</p> <p>Hours: 35hrs/week; Monday to Friday</p> <p>Salary: Local Authority Pay Scale: Grade 8 [69,960 -70,585 -73,329 -76,092 - 78,860 - 81,598 - 84,353 -87,480 -92,459*]</p> <p>Annual Leave: 28 days</p> <p>Satisfactory references, will be sought prior to the successful candidate taking up the post.</p>

Tipperary County Childcare Committee is an equal opportunity employer and does not discriminate against individuals on the basis of gender, age, race, colour, nationality, ethnic or national origin, religion, marital status, family status, sexual orientation, disability or membership of the travelling community.