



**Northside  
Partnership**



### Early Years Programme Officer

<b>Role Title</b>	<b>Early Years Mentor Programme Officer</b>
<b>Status</b>	<b>Part-Time Maternity Leave Cover (4 days a week)</b>
<b>Location</b>	<b>Preparing for Life, Bell Building, Darndale, Dublin 17</b>
<b>Reporting to</b>	<b>Coordinator, Early Years Programme</b>
<b>Salary Scale</b>	<b>NSP Project Worker Scale: Commencing between Point 1. €32,182 – Point 6 €41,531 pro rata, depending on experience</b>
<b>Purpose of the Role</b>	<p>The Early Years Programme is designed to build the capacity and confidence of Early Childhood Educators and through this, to create a solid base for enhancing the learning of young children attending Early Childhood Education and Care (ECEC) Settings. The programme builds on local community strengths and is responsive to community needs.</p> <p>The Early Years Mentor/Programme Officer will work directly with local Early Years Services in a mentoring role. This role will involve providing training, group and individual mentoring to Early Years Educators and supporting Early Years Services to build capacity and build on their existing strengths.</p> <p>The Programme Officer will work as part of the wider PFL and Northside Partnership team to ensure the delivery of high-quality, strengths-based support to the local community.</p>
<b>Programme Implementation</b>	<ul style="list-style-type: none"> <li>Ensuring effective implementation of PFL programmes in Early Years Education and Care Settings and Primary Schools, by liaising with managers, school principals and staff.</li> <li>Providing group and individual on-site mentoring to Early Years Educators</li> <li>Promoting quality of practice guided by the core elements of Siolta, the National Quality Framework for Early Childhood Education and Aistear, the Early Childhood Curriculum Framework.</li> <li>Working collaboratively with Early Years Education and Care settings and Primary Schools to support sustainable practice development</li> <li>Performing any other duties assigned.</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>Managing ongoing relationships with local Early Years Education and Care Providers, School Principals and Teachers</li> <li>Organising and facilitating workshops, training courses and events for Early Years settings and Schools</li> <li>Maintaining contact with community organisations and relevant agencies including HSE and Tusla and forging new relationships, as appropriate</li> <li>Working in partnership with other PEI and ABC programmes and initiatives</li> </ul>



	<ul style="list-style-type: none"> <li>Engaging with funders and other key partners to develop and mainstream PFL work</li> <li>Maintaining relationships with research institutions, policymakers etc. to document and evaluate programmes</li> <li>Participate in the evaluation of the service</li> </ul>
<b>Record-Keeping and Reporting</b>	<ul style="list-style-type: none"> <li>Maintaining records of engagement with partner settings</li> <li>Preparing reports as required by PFL Manager and Sub-Board; Northside Partnership CEO and Board; funding agencies.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>Assist in the development and dissemination of information pertaining to the programme through presentations, policy papers, etc.</li> <li>Attend and present at conferences, seminars and other fora</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>Adhering to PFL and Northside Partnership Protocols, Policies and Procedures, taking particular responsibility for ensuring the welfare and protection of children at all times</li> </ul>
<p style="text-align: center;"><b>Person Specification</b></p> <p>Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is likely that the person appointed will demonstrate a genuine commitment to Northside Partnership's ethos and vision. NSP is committed to implementing an <b>Advantaged Thinking</b> approach which focuses on identifying, developing and investing in the skills, capabilities and assets of the people we work with. The successful candidate will ideally have the skills and attributes detailed below.</p>	
<b>Essential Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>Minimum Level 7 qualification in a related field (such as Early Childhood Education, Primary School Education or Adult Education) or equivalent experience.</li> <li>Experience working in a similar role, which must include the demonstrable experience of engaging with early years settings and schools</li> <li>Thorough working knowledge of Early Years policy initiatives and frameworks such as <i>Aistear &amp; Síolta</i></li> <li>Experience in working within areas of disadvantage</li> <li>Experience in promoting inclusion in an Early Years Setting in a disadvantaged area.</li> <li>Understanding of and commitment to Children First guidelines and all relevant Child Protection Legislation and Guidelines</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Experience working in a pedagogical leadership role</li> <li>A track record of working with/for an Early Intervention initiative</li> <li>Experience in delivering education &amp; training to adults</li> <li>Knowledge of mentoring and coaching strategies</li> <li>Experience in online delivery of training</li> </ul>



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Terms and Conditions of Employment	
Location	Preparing for Life – Northside Partnership, Bell Building, Darndale, D17
Salary	Project Workers Scale - Subject to Experience
Contract Type	Specific Term (Maternity Leave Cover)
Annual Leave	22 working days (pro-rata) exclusive of public holidays
Travel & Subsistence	Travel and subsistence will be paid at public sector rates
Probation	A probationary period of three months will apply