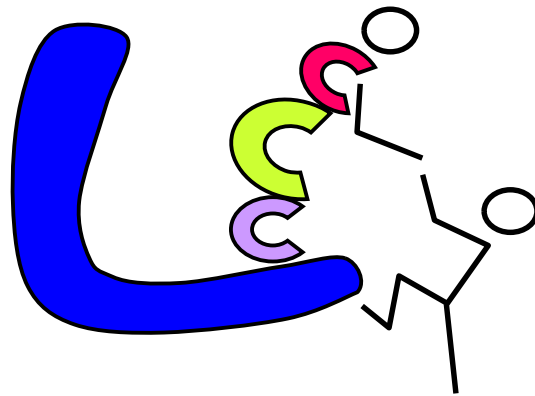


Larne Community Care Centre



Job Description

Children's Projects Manager

Job Title: Children's Projects Manager
Job Location: LCCC 1-5 Doric Way, Larne
Hours: 30 hours per week

Responsible to: LCCC Board of Directors
Salary: £17,940 per annum
Closing date: 20/07/2021

Larne Community Care Centre is a multipurpose facility that operates various support projects for the community including a Daycare, pre-nursery, after school club, breakfast club and youth club.

Purpose of the Position

The Children's Project Manager will report to the Board of Directors and is responsible for overseeing the day-to-day running of all children's projects, strategic planning, supporting the supervisors to develop, deliver and manage all children's programmes, providing direction to the childcare team to ensure there is a safe, developmentally appropriate and caring, welcoming environment for children and their families that provides high quality education and care for young children and to maintain a stimulating and enjoyable environment.

The Manager is responsible for managing daily paperwork and procedures to ensure compliance with all relevant legislation and centre policies. You will be required to source and apply for funding to ensure the continuation of all children's projects and will play an active part in policy development and implementation.

Job Duties

- To ensure a friendly, caring and relaxing environment is established to encourage and develop children in our care.
- To ensure children and young people are supervised and engaged appropriately at all times
- To ensure project aims and outcomes are established, tracked and appropriately met
- To manage and support staff members to effectively meet business needs
- To work effectively with staff to ensure the maintenance and improvement of standards
- To ensure effective working practice which complies with and promotes LCCC policies and procedures.
- Comply with GDPR legislation and ensure a culture of confidentiality is maintained.
- Develop and maintain professional and effective working relationships with funders, parents, staff and other relevant agencies
- To ensure the financial stability of the project

- To ensure all duties regarding Health and Safety are understood and actioned and that all records are kept up to date
- To ensure that appropriate record keeping and reporting structures are in place to meet the requirements of the organisation
- To engage with strategic development, risk management and operational planning
- To engage in Senior Management activities such as weekly team meetings and reports to the Board
- Seek and prepare project funding applications on behalf of LCCC to ensure project sustainability.
- To establish best and new working practice
- Any other relevant duties commensurate with the role and responsibilities as required

This job description is an outline of the principle areas of responsibilities of the post holder. The duties and responsibilities outlined in this job description are not meant to be definitive and will be modified to meet changing needs. It should be noted that the duties, times of work and designation of the post may be subject to change to meet the needs of the project.

As an employee of the project, you have a duty to take reasonable care of the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. You must assist and co-operate with the project in complying with any statutory provisions imposed upon it.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check with Access NI and the Disclosure Barring Service. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Larne Community Care Centre operates an equal opportunities policy and expects staff to demonstrate a commitment by adhering to Equal Opportunities Policies.

Children's Projects Manager Personnel Specification

This person specification outlines what you will need to be able to demonstrate to be a successful Children's Projects Manager and outlines the essential qualifications, experience knowledge and skills required to carry out the duties of this post.

Please ensure you address these when completing your application form by providing evidence and examples to clearly demonstrate how you meet the criteria as set out Applicants must clearly demonstrate in the application form evidence of qualifications and experience as set out in the under rated criteria.

Applications will also be considered from applicants with relevant formal qualifications considered by the organisation to be of an equivalent or higher standard to those stated.

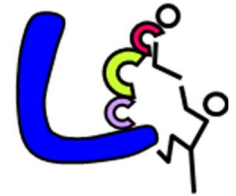
Only information contained in the application form will be considered at the shortlisting stage.

Criteria	Essential	Desirable	Means of Assessment
Education and Qualifications	<p>QCF Level 5 Diploma in Childcare Learning & Development or Playwork</p> <p>Or a relevant occupational qualification in Early Years Education, Social Work, Nursing, Teaching or Health Visiting</p> <p>AND NVQ 3 in childcare or equivalent</p>	<p>Relevant training in leadership and management</p> <p>SEN qualification</p> <p>First aid qualification</p> <p>Current Safeguarding certificate</p> <p>Current Food Safety certificate</p>	Application Form Certification
Experience	<p>At least 2 years previous childcare management /supervisor experience gained within the last 5 years</p> <p>People management experience – experience of leading a team, evidence of supervising staff and facilities.</p> <p>Previous experience developing risk assessments</p>	<p>Experience using cloud based bookkeeping software</p> <p>Financial Management experience</p> <p>Experience of completing successful funding applications</p>	Application Form Interview References
Skills and Abilities	<p>High degree of integrity</p> <p>Strong leadership skills</p> <p>Ability to overcome challenges and find solutions</p> <p>Ability to effectively maintain good working relationships and to support and develop team</p> <p>Ability to work with</p>	Access to a car	Application Form Interview References Disclosures check Probation period

	<p>parents and to encourage their involvement.</p> <p>Ability to work independently ensuring effective time management</p> <p>Confident in the use of IT with experience in the use of Microsoft packages</p> <p>Suitable to work with young children - Satisfactory Access NI check required</p> <p>Full driving licence</p>		
Knowledge	<p>Will be familiar with relevant policies including but not limited to Health and Safety, Safeguarding, Fire Safety, GDPR and Equal Opportunities</p> <p>Commitment to continual professional development</p>	Knowledge of: Employment Law	Application Form Interview Probation

Updated June21

Larne Community Care Centre



1 – 5 Doric Way, Antiville, LARNE, County Antrim, BT40 2BH

T: : (028) 2827 3362

info@larncecc.org.uk

Charity Number: 102582

Application Form

Ref No:	CPM0821
Vacancy Title:	Children's Project's Manager
Vacancy Location:	LCCC, 1-5 Doric Way, Larne, BT40 2BH
Closing Date	5pm 6 th August 2021

Personal Details

Surname:		Forename:	
Address:			
Postcode:			
Home Tel No:		Mobile:	
Email Address:			
National Insurance Number:			

Do you have the right to work in the UK? Yes No

If successful you be asked to provide evidence that you have a legal right to work in the UK.

Do you hold a full, clean driving licence valid for the UK?: Yes No

Do you have access to a car? Yes No

Do You have any holiday commitments? Yes No

Qualifications (You may be required to provide evidence of educational qualifications).

Name of Qualification	Level/Grade	Examining Body	Date Obtained

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Training and Development

Please use this space to detail any training or non-qualification which is relevant to the post and supports your application

Training Course	Details/Nature of Training

Employment

Present or most recent Employment

Name and Address of employer	
Position Held	
Dates of employment	From: _____ To: _____
Period of notice (if applicable)	
Explanation of Duties	

Previous Employment

Name and Address of employer	
Position Held	
Dates of employment	From: _____ To: _____
Explanation of Duties:	

Name and Address of employer	
Position Held	
Dates of employment	From: _____ To: _____
Explanation of Duties:	

Name and Address of employer	
Position Held	
Dates of employment	From: _____ To: _____
Explanation of Duties:	

Please indicate how, in your opinion, your previous experience has a bearing on your application.

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Please describe any other activities which may be relevant or of interest to your application (e.g. courses planned , special experience, skills, interests or hobbies)

--

Please outline why you consider yourself particularly suitable for the position.

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Please give details of illnesses/operations within the last year which have necessitated absence from work/study for more than 5 days.

If registered under the Disabled Persons Act please give registration number:	

Protection of Persons at Risk

This post will involve regulated activity as defined under the Safeguarding Vulnerable Groups (NI) Order 2007. The rehabilitation of offenders (Exemptions) Order 2 (NI) 1979 provides that in certain employment details of spent convictions must be disclosed.

Is there any reason as to why you would not be suitable to work in regulated activity?

Yes No

If yes please give details (An affirmative answer will not necessarily disqualify a candidate).
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References

Please give the names and contact details of two referees, at least one of these referees should have knowledge of you in a working capacity and be in a managerial role.

(Close relatives should not be named as referees).

References will only be sought for successful applicants.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Telephone No		Telephone No	
Email		Email	
Position Held		Position Held	
Capacity known to you		Capacity known to you	

DECLARATION BY APPLICANT

By submitting this application I declare that all the information is true and complete to the best of my knowledge. Failure to disclose information or deliberate attempts to mislead may disqualify you from employment with this organisation or may result in termination of any contract of employment.

LCCC will use the information you provide in this application form to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

Any offer of employment will be subject to successful vetting and completion of a non-disclosure agreement. [AccessNI Code of Practice | nidirect](#)

LCCC recruitment & Selection, Data Protection and retention of documents policies are available on request

All applications should be returned to:

Diane Topping

Email: diane.t@larncecc.org.uk

Or post to - Larne Community Care Centre, 1-5 Doric Way, Larne, BT40 2BH