



Job Title/Role: Childminding Development Officer (CMDO) Maternity Leave Cover to 30th May 2025
Employer: Roscommon County Childcare Committee CLG (Roscommon CCC)
Reporting To: Roscommon CCC County Childcare Coordinator/Manager
Location: Roscommon County Childcare Committee Offices, Knock Road, Castlerea, Co. Roscommon F45P959
Insurance Requirements: The post holder is expected to have a full clean driving licence and use of car with business class insurance for carrying goods

Roscommon County Childcare Committee (Roscommon CCC) supports a local county infrastructure of high quality, affordable and accessible Early Learning and Care (ELC) and Childminding services within County Roscommon.

Overall description of the post: To support the delivery of Roscommon CCCs Annual Statement of Work within our multidisciplinary team.

To deliver and implement actions within our CCCs Annual Statement of Work (SOW) including the National Childminding Action Plan.

To undertake surveys with Providers/Childminders in liaison with other team members and where required gather statistics on an ongoing basis and compile reports as directed by Roscommon CCC.

Specific areas of responsibility may be designated to the post holder by the Roscommon CCC. As the duties and responsibilities of the post are likely to change with the ongoing needs of the company you must have a high level of flexibility, be able to multi-task and have a willingness to accept ongoing change in work practices and the ability to develop new approaches to your work.

Areas of work may be rotated and assigned by the Roscommon CCC.

The CMDO will carry out all responsibilities in adherence with the mission, values, policies and procedures of Roscommon CCC in the context of current legislation, regulations and good practice that apply. This includes full compliance with the responsibilities outlined in the company's Safety Statement. The CMDO will be expected to be aware of principles of data protection and observe total confidentiality in any dealings with the public and/or our stakeholders.

This draft Job Description will be reviewed periodically and/or annually and is subject to change to meet the ongoing needs of the company. You will be notified of any changes by management.

Key Tasks

- Local actions will be decided and agreed between the Childminding Development Officer and Roscommon CCC Coordinator/Manager. This work will be reported to the CCC Coordinator/Manager in addition to the CCC Childminding lead as part of the national action plan. National work will be managed by the CCC Childminding lead.
- Establish and develop effective working relationships and productive partnerships.
- Support the implementation of the Childminding Action Plan
- Delivery and Implementation of Roscommon CCCs Local Implementation Plan including the Childminding Actions which may include administrative functions in relation to the childminding actions and associated budget within our CCCs yearly local implementation plan
- Work with current and potential childminders to deliver a high-quality early learning and care and/or school age service to meet the requirements of individual children, families and communities and to prepare for future regulatory requirements. Regulations have now been published and pre-registration training has been developed for childminders.
- Support the CCCs in the delivery of local information and training events and other awareness-raising and networking activities for childminders in relation to Tusla-registration, available supports and the Childminding Action Plan.
- Deliver local information and training events and other awareness-raising and networking activities in relation to Tusla-registration, available supports and the Childminding Action Plan where required.
- Support the roll-out of existing and enhanced supports for childminders, including but not limited to the Childminder Learner Fund, First Aid training, and Childminder Development Grants.
- To identify and support the Tusla-registration of childminders who could potentially register within the current/new regulatory framework

- Prepare and disseminate information through Roscommon CCCs weekly Bulletin/Newsletter and other material as required to ensure professional communications and up to date information dissemination around the national childcare funding programmes, the childminding action plan, grant programmes and national policy developments in liaison with other team member/s
- General clerical work e.g. filing, photocopying, answering/making telephone calls and dealing with emails
- Provide information to parents and guardians on childminders and supports including Parent & Toddler supports in their locality in liaison with other team member/s
- Support project/financial reporting as requested by the company Manager and fill in for other team member/s as required
- Follow up on queries that come in through the general e-mail address and social media platforms, disseminate mailshots and further develop and maintain mailing lists for distribution of relevant resources.
- Carry out surveys/data collections in liaison with other team member/s and file reports
- Events management (including Roscommon CCC training/networks/communities of practice), prepare and maintain the schedule and promotion of events, event bookings via the website, event reminders, evaluations, and event evaluation reports.
- Prepare and contribute to quarterly, mid-year and annual progress reports as required
- Gather & collate information, county statistics and draft reports for review by Roscommon CCC Manager
- To take on nominated roles within the organisation such as Health & Safety Officer, First Aid Officer, Fire Safety Officer, Designated liaison person as appropriate
- To participate in support and supervision meetings, team meetings and to maintain a proactive approach to the development of skills.
- Support the Roscommon CCC Manager with the implementation of legislative, GDPR, Data Protection, Health & Safety and other relevant company policies and procedures.
- Deal with confidential information in a professional manner, with adherence to data protection legislation
- Participate in the efficient flow of information within Roscommon CCC by sharing and seeking information as appropriate.
- Carrying out such other tasks as may be required for the implementation of our CCCs statement of work and which may be delegated by Roscommon CCC Manager to the CMDO.

*** This job description/specification is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive. *Rather it is a higher-level overview of the key areas of work and the main areas of focus that are within the scope of the role. The CMDO is expected to perform all other reasonable duties as assigned by the Roscommon CCC Management that fall within the scope of the role of Roscommon CCC and which are aligned with our company's annual statement of work.*

This job description will be reviewed from time to time with the post holder. *All roles within the company are subject to continuation of DCEDIY funding and any terms and conditions associated.*

Other Duties

- In consultation with the Manager, all staff will meet at regular intervals to plan work and targets, to review, evaluate and report on work in progress and give end results regarding assigned actions. There is a requirement for the CMDO to attend support and supervision and team meetings as required.
- The CMDO will share the responsibility with all staff for answering the telephone, logging calls or referring calls to other staff.
- The CMDO will share the responsibility with all staff for the office cleaning rota, ensuring the office is kept in a presentable manner, safe for the public and be responsible and participate in the internal Health & Safety works committee.
- The CMDO will receive mentoring and coaching from Roscommon CCC Manager and will have Support & Supervision on both a formal and informal basis.
- As part of this changing environment and for your own self-development the CMDO will attend any training as deemed necessary and relevant to fulfil your role as directed by the Roscommon CCC. All training or CPD will be dependent on Roscommon CCC resources/funding and prior approval of the Roscommon CCC.
- Roscommon CCC Staff handbook and associated policies and procedures form part of the CMDOs contract of employment and is subject to change as the company's needs change in line with national and budget developments.
- The CMDO shall perform such other additional duties as may be assigned from time to time from the Roscommon CCC Manager or designated officer of the Company in line with the annual work plans of Roscommon CCC, this may involve filling in for and/or supporting other staff within the CCC.

Childminding Development Officer Person Specification & Skills Matrix

Essential Criteria

- ✚ A third level qualification (level 8), preferably in Early Childhood Education and Care (ECEC)
- ✚ A minimum of 3 years' experience of working in the ELC/SAC/Childminding sector
- ✚ A good understanding of Early Learning and Care and the School Age Childcare Sectors in relation to national policy and regulation and childminding regulations
- ✚ A good working knowledge of relevant Government funding programmes and the administration associated with these.
- ✚ Experience of delivery of training/workshops/networks (Communities of Practice)
- ✚ Excellent IT and administrative skills, including experience in report writing and use of Microsoft Office Package including Word and Excel applications.
- ✚ Experience in the development and/or delivery of training/workshops/networks (Communities of Practice)
- ✚ Highly motivated and committed to working as part of a team as well as on own initiative.
- ✚ Excellent interpersonal and communication skills both written and verbal with the ability to engage on an individual and group basis.
- ✚ Excellent organisational skills, attention to detail and ability to solve problems.
- ✚ Excellent IT and administrative skills, including experience in report writing and use of Microsoft Office Package including Word and Excel applications.
- ✚ Excellent communication (both verbal and written) and organisational skills.
- ✚ Excellent time management skills.
- ✚ A strong ability to deal effectively with enquiries from the public.
- ✚ Full clean driving license and use of car with business class insurance for carrying goods and to provide a letter from Insurer indemnifying Roscommon CCC

Desirable:

- ✚ Experience of working with the childminding sector and a good understanding of the policy context for childminding.
- ✚ Experience in project management, including initiation, implementation and completion.
- ✚ Experience in developing content for and/or updating websites/social media accounts

Garda Vetting will be required for this position.