

**Preparing for Life (PFL) Early Years and Schools Programme Officer
Fixed Purpose Temporary Contract up to 31st July 2017**

Job Title	Preparing for Life 'Early Years and Schools Programme Officer'
Location	Preparing For Life, Bell Building, Darndale, Dublin 17
Salary	NSP Project Worker Scale (Point depending on previous experience)
Reports to	PFL Manager
What is the purpose of the job?	Supporting Early Years Settings and Schools engaging with Preparing For Life, under the Area Based Childhood Programme
Main Responsibilities Duties of the job	<p>Programme Implementation Support</p> <ul style="list-style-type: none"> Ensuring effective implementation of PFL programmes in Early Years Settings and Primary Schools, by liaising with managers, Principals and staff, to coordinate and oversee delivery of training and on site mentoring Planning and coordinating relevant programmes, in consultation with team members and key stakeholders, in line with agreed Programme Goals and funding requirements Performing any other duties assigned by the PFL Manager <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> Managing ongoing relationships with local Early Years Providers, School Principals and Teachers Organising and Facilitating workshops, training courses and events for Early Years settings and Schools Overseeing a collaborative Arts Initiative involving children and staff from Early Years settings, in collaboration with Dublin City Council Arts Office Maintaining contact with community organisations and relevant agencies including HSE and Tusla and forging new relationships, as appropriate Working in partnership with other PEI and ABC programmes and initiatives Engaging with funders and other key partners to develop and mainstream PFL work Maintaining relationships with research institutions, policy makers etc. to document and evaluate programmes <p>Record-Keeping and Reporting</p> <ul style="list-style-type: none"> Maintaining records of engagement with partner settings Preparing reports as required by PFL Manager and Sub-Board; Northside Partnership CEO and Board; funding agencies. Liaising with Centre for Effective Services to conduct data collection <p>Communications</p> <ul style="list-style-type: none"> Assist in the development and dissemination of information pertaining to the programme through presentations, policy papers, etc. Attend and present at conferences, seminars and other fora

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	<p>Compliance</p> <ul style="list-style-type: none"> Adhering to PFL and Northside Partnership Protocols, Policies and Procedures, taking particular responsibility for ensuring the welfare and protection of children at all times
<p>Person Specification</p>	<p>Qualifications</p> <ul style="list-style-type: none"> Minimum Level 7 qualification in a related field (such as Early Childhood Education, Primary School Education or Adult Education) <p>Experience/Knowledge</p> <p>Essential</p> <ul style="list-style-type: none"> Minimum of 2 years' experience of working in a similar role, which must include demonstrable experience of engaging with early years settings and schools Thorough working Knowledge of Early Years Policy Initiatives, such as <i>Aistear</i> Experience of working within areas of disadvantage <p>Desirable</p> <ul style="list-style-type: none"> A track record of working with/for an Early Intervention initiative <p>Technical Skills</p> <ul style="list-style-type: none"> Excellent IT and Computer Skills with proficiency in Microsoft Word, Excel, PowerPoint, Access, Outlook etc. <p>Personal Skills</p> <ul style="list-style-type: none"> Very strong organisational and communication skills Ability to build and maintain relationships with managers and staff in a range of organisations A pro-active and can-do attitude Team Player
<p>Salary Scale NSP Project Worker Scale (March 2011)</p>	<p>€30,518, €32,687, €34,360, €35,977, €37,588, €39,166, €40,760, €42,311, €43,909 €44,967 €46,081 (=Point 11, after 3 years on max scale)</p>