

## **Blakestown and Mountview Neighbourhood Youth Project: Early Years Manager (<https://www.activelink.ie/node/112849>)**



### **Blakestown and Mountview neighbourhood Youth Project CLG**

Company Number 210347

Registered Charity Number (RCN): 20028329

Shelerin Road, Clonsilla, D15 VYCO

Phone: 018205253

E-mail: [info@nypblanch.ie](mailto:info@nypblanch.ie) (<mailto:info@nypblanch.ie>)

Web Address- [www.NYPD15.ie](http://www.NYPD15.ie) (<http://www.NYPD15.ie>)

## **EARLY YEARS MANAGER**

*Blakestown and Mountview Neighbourhood Youth Project (NYP) is a specialised, community-based family child & youth project working with vulnerable 2– 14 year olds and their families. The project provides developmental programmes and supports; nurturing and empowering all who engage to reach their full potential.*

*Our Early Years' Service offers 44 ECCE places, 32 in the morning and 8 in the afternoon, 10 NCS school age places and 6 part time NCS places.*

The Early Years Manager, will oversee the delivery of high-quality early years education and care for children aged between 2-8 years ensuring that all activities and learning experiences meet the standards set by regulatory bodies and align with our core values. You will be responsible for managing a team of early year's practitioners, supporting their development, and maintaining a positive and inclusive environment for both staff and children.

### **The successful candidate will have the following essential requirements;**

- Professional Qualifications- Level 8 qualification in Early Childhood Education and Care (or equivalent).
- Experience in a managerial or supervisory role in an early year's service.
- Excellent financial skills with experience of completing financial submissions and reports for funders and governing bodies.
- Extensive knowledge of the ECCE, NCS schemes and Funding streams e.g. CORE
- In-depth knowledge of the Aistear curriculum, Síolta, and current early year's regulations
- Experience of facilitating evidence based programmes within the community e.g. drugs education prevention, parenting programmes etc.
- Strong leadership skills with experience in motivating and supporting others.
- Excellent communication and interpersonal skills.
- Experience of working in collaboration with staff, teams and building relationship
- A passion for early childhood development and a commitment to creating a nurturing early year's environment.
- Child safeguarding training and a working knowledge of key policies and procedures to ensure the safety of children at all times.
- Experience in planning and coordinating programmes designed to achieve the best possible outcomes for service users i.e. children, parents and staff.
- Ability to work in an efficient manner, ensuring all plans, submissions reports, and evaluations are completed and submitted in a timely manner
- Experience of data collation, recording, reporting and monitoring

### **Key Responsibilities:**

- Lead and manage the day-to-day operations of NYP's Early Years setting, ensuring high standards of care and education are met.
- Oversee a team of childcare professionals, providing guidance, support, and professional development opportunities.
- Financial planning, submissions, record keeping, grant applications
- Develop and implement age-appropriate educational programmes based on the Aistear curriculum.
- Ensure compliance with all relevant regulations, policies, and procedures, including Child Protection, Health & Safety, and the Early Years Quality Framework (SÍolta).
- Build and maintain strong relationships with children, parents, and staff, fostering a collaborative and inclusive environment.
- Monitor and assess the progress of children, maintaining accurate records and reports.
- Manage budgets, staffing levels, and resources effectively to ensure the smooth operation of the service.
- Participate in recruitment, training, and performance appraisals of staff.

## Application Process:

**By Email-** A copy of CV and letter of suitability by 5pm on **Friday, January 17th 2025** to: [marygeagan@nypblanch.ie](mailto:marygeagan@nypblanch.ie) (<mailto:marygeagan@nypblanch.ie>)

**By Post-** Please send a copy CV and a letter of suitability by 5pm on **Friday, January 17th 2025** to:  
NYP Project Manager, Blakestown and Mountview NYP, Shelerin Road, Clonsilla, D15 VYCO

## Other

*Job Post is subject to Garda Vetting*

*Short listing will apply*

*Salary Scale, based on experience and qualifications*

**Interviews will take place on Wednesday January 22nd 2025**

**NYP is an equal opportunities employer and welcomes applications from all qualified individuals.**

### **Region**

Dublin 15

### **Date Entered/Updated**

20th Dec, 2024

### **Expiry Date**

17th Jan, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/children-youth/112849-blakestown-and-mountview-neighbourhood-youth-project-early-years-manager>