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**JOB DESCRIPTION**

**Job Title:** Shankill Sure Start Manager

**Salary:** £44,254 Per Annum

**Hours:**  37 per week (Monday-Friday)

**Responsible to:** Chief Executive

**Reporting to:** Early Years Management Committee of the Partnership Board

**Job Purpose:** The promotion and development of the aims and objectives of the Shankill Sure Start / Early Years Project

The operational management of the Shankill Sure Start / Early Years Project

The continuous monitoring of performance and quality of service of the Shankill Sure Start / Early Years Project

**Job Context**

The Early Years Project was established in Greater Shankill in 1994 with funding support from the European Community Urban Initiative and Making Belfast Work.

Since 2001, Shankill Sure Start has been operating with Core Funding as a flagship programme of the Greater Shankill Partnership, the lead and accountable body.

The Sure Start / Early Years Project provides services from three Family Centres located throughout the Greater Shankill area: the Alessie Centre, Hannah Centre and Martin Centre. The services include home visiting and family support, centre-based activities and programmes, programme supporting children with additional needs, group support for parent and toddler groups, Sure Start Developmental programme for 2-3 year olds (PF2Y), speech & language, health visiting and midwifery services as well as a range of other activities designed to meet local needs.

The project employs 34 staff across the 3 sites, including administration, finance, reception, family support, 2-year-old programme staff and antenatal, midwifery, health visiting and speech & language specialists.

Shankill Sure Start / Early Years Project is foundational to the work of Greater Shankill Children & Young People Zone, which aims to transform the lives of this generation of children & young people in the area: the post offers a unique opportunity to play a key role in that journey.

**Job Purpose**

To promote and develop high quality, evidence-informed early childhood services for young children, their families and communities, working to ensure children are

* + Strong, competent and visible in their communities
  + Physically and emotionally healthy
  + Eager and able to learn

Guided by our values:

* + Childhood - in its own right
  + Listening to children – and those who care for them
  + A strong voice for children
  + Play, fun and creativity
  + Parents as first educators
  + Participation of children and families
  + Community involvement and development
  + Excellence and evidence-based innovation
  + Effective stewardship and governance
  + A professional, committed and recognised workforce
  + Valuing staff, members and their commitment

The post holder will be responsible forleading and managing the Shankill Sure Start / Early Years project, providing vision to, and direction for, the programme and ensure its ongoing development.

The post holder will continue to develop and sustain cooperative working arrangements with the Sure Start Management Committee, Sure Start staff, partner organisations, other service providers and parents to achieve the outcomes set out in the Sure Start Business Plan. They will ensure that high quality services which meet the needs of children under four and their families are planned and delivered effectively.

1. **Key Tasks**
   1. *Operational Management / Service Delivery*
      * To lead and operationally manage a multidisciplinary, interagency staff team providing an integrated service for a diverse range of families and children from pregnancy to their fourth birthday.
      * To provide day-to-day management for Team Leaders / Coordinators and ensure provision of formal supervision and performance development reviews.
      * To develop protocols to ensure professional leadership and governance for all services and staff within the Sure Start team.
      * Support the Senior Leadership Team of Sure Start / Early Years in the development and implementation of the organisation’s strategic and operational plans.
      * To develop and implement plans at operational and strategic level, including production of three yearly strategic plans, annual business plans and spending plans.
      * To operationally manage the activity of partner organisations providing services within the Sure Start programme.
      * To manage the commissioning, purchasing, implementation, monitoring and evaluation of all services and activities within the SureStart / Early Years Project, including the Programme for 2-year olds; focusing on cost effectiveness and appropriate timescales to achieve the maximum benefit to the SureStart community for 0-3 year-olds and their families.
      * To act as the Designated Officer for Child Protection and Adults at Risk within the Sure Start Project
      * To ensure all PF2Y settings meet the requirements for registration by Social Services Early Years Team in conjunction with the Early Learning Coordinator (ELC)
      * To act as Registered Person for all registered services, for example, the Developmental Programme for 2-3 Year Olds.
   2. *Quality Assurance, Improvement and Innovation*
      * Ensure that the project meets its targets and its strategic objectives and requirements in line with project resources. Prepare and submit quarterly monitoring reports, and other reports as required to HSC and/or DE.
      * Contribute to the development, implementation and evaluation of processes and mechanisms in the delivery of the projects aims and objectives.
      * Promote a culture of learning and development and facilitate arrangements for and participate in training and development of staff as agreed for the performance of their duties. Where training is in accordance with relevant standards make sure staff have the relevant competences in order to carry out this responsibility.
      * Support continuous improvement within the SureStart programme through participation in quality programmes such as UNICEF GOLD Award.
      * Actively promote reflective practice, evaluation, research and innovation within the team and with key partners.
      * Implement and manage change as a result of evaluation, audit findings and feedback.
      * To ensure that all staff are properly trained in all relevant procedures which will include Health and Safety, First Aid, Equal Opportunities, and Child Protection regulations and policies.
   3. *Financial Management*
      * To ensure PF2Y setting meets mandatory requirements of minimum settings, DH, 2012 amended 2018.
      * To ensure the maintenance of agreed systems for budget management and control in conjunction with the Lead Body.
      * To closely monitor budgets and provide reports to the Management Committee, HSC and others as required.
      * Adhere to agreed policies and procedures including standing financial instructions.
      * Manage and monitor service standards, contracts and agreements arising from relationships with internal and external suppliers.
   4. *Partnership and Communication*
      * To represent Early Years and SureStart on all relevant forums and partnerships, ensuring a joined up approach to service delivery and planning
      * To develop and maintain effective working relationships with all partner agencies (both Management Committee and external stakeholders) to ensure

a positive contribution to Sure Start service delivery and achievement of outcomes.

* + - To maximise the co-operation of all partners in developing and delivering the strategic and business plans, through consultation and formal working protocols.
    - To ensure regular meetings of the Sure Start Management Committee and appropriate recordings of meetings
    - To provide written reports to the Sure Start Management committee and Greater Shankill Partnership Board on the development and achievements of the project.
  1. *Staff Management*
     + Develop appropriate policies, plans and procedures to optimise the performance of staff within their area of responsibility.
     + Manage the full range of people management issues for key staff within their area of responsibility, including recruitment, induction, learning and development and performance management.
     + To provide line management to SureStart staff and facilitate effective team working. Encourage and empower others to achieve their goals and reach their full potential through regular supportive conversation and shared decision making.
     + Establish and promote a supportive, fair and open culture that encourages and enables all parts of the team to have clearly aligned goals and objectives, to meet the required performance standards and to achieve continuous improvement in the services they deliver.
     + Ensure access to skills and personal development through appropriate training and support
     + To facilitate team meetings, operational / planning meetings with senior / key staff.

***The duties and responsibilities outlined in this Job Description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore that duties, designation and location of the post might be subject to change in the future to meet the changing requirements of the service.***