



Lewisham Irish
Community Centre



Parent & Toddler Group Coordinator

lewishamirish.org.uk

About us

Established in 1992, Lewisham Irish Community Centre is an organisation with an enduring passion for transforming the lives of the people it works with. Primarily we have been focused on the needs of Irish, Irish descent and people from the Irish Traveller community. LICC enables people to build resilience, retain independent and fulfilled lives and access the right kind of support when required.

Vision

A confident empowered Irish community

Mission

An engaged Community Centre enriching lives by providing accessible services and facilities to the local community.

Strategy

We will achieve our Vision by focusing on four key areas of delivery and growth

1. Welfare of The Irish Community
2. Keeping our Community Connected
3. Collaboration
4. Rebuilding and Sustainability



Parent & Toddler Coordinator

Job Title:	Parent & Toddler Coordinator
Work base:	Lewisham Irish Community Centre
Hours:	5 hours weekly – Fridays 8:00 -12:00
Salary Scale:	£15 p/h
Reporting to:	CEO

Purpose of Role

We have a fantastic new job opportunity for a Parent & Toddler group Coordinator to join our well-established weekly playgroup. You'll be joining a friendly team, embedded in the local community.

General

A Playgroup Coordinator is responsible for the management and delivery of a playgroup, ensuring a safe, stimulating, and nurturing environment for young children by planning and delivering play-based activities, managing volunteers, and maintaining open communication with parents, all while adhering to relevant childcare regulations and policies; essentially overseeing the overall well-being and learning experiences of children in a pre-school setting.

Key Responsibilities:

- **Planning and Implementing Activities:**
Develop and deliver age-appropriate play-based activities that promote children's physical, cognitive, social, and emotional development.
- **Safe Environment Management:**
Maintain a safe and clean playgroup environment. Ensure that there are good standards of hygiene, and that equipment is safe and regularly checked for repair
- **Volunteer Supervision:**
Manage and support playgroup volunteers, delegating tasks, providing feedback, and ensuring they are following established policies and procedures.
- **Parent Communication:**
Establish positive relationships with parents, providing regular updates.
- **Record Keeping:**
Maintain accurate documentation of children's attendance, incidents, and any relevant information required by regulatory bodies.
- **Compliance with Regulations:**
Adhere to all local childcare regulations, health and safety standards, and child safeguarding & protection policies. Assist with the development and review of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to an appropriate person
- **Inclusive Practices:**

Foster a welcoming and inclusive environment, supporting the needs of all children, including those with special needs. Select and prepare resources to take account of the children's interests, language and cultural background. Provide and maintain equality of opportunity for all children and their families.

- **Professional Development:**

Participate in ongoing training and professional development opportunities to stay updated on best practices in early childhood development.

- **Excellent Communication Skills:**

Ability to communicate effectively with children, parents, and other staff members.

- **Leadership Abilities:**

Demonstrate leadership qualities to manage volunteers and oversee the day-to-day operations of the playgroup.

- **Flexibility and Adaptability:**

Willingness to adapt to changing situations and respond to the needs of individual children.

Personal Specification

		Essential	Desirable	Measured by
Education	Qualifications <ul style="list-style-type: none"> • A recognized childcare qualification. 	✓		Application
Experience	<ul style="list-style-type: none"> • Experience working with children in an early year's environment or in a community setting. • Experience managing play staff 	✓		Application/Interview
Skills	<ul style="list-style-type: none"> • Excellent communication skills • Excellent organizational skills • Ability to work as part of a team • Ability to work on own initiative 	✓		Application/interview

Knowledge	<ol style="list-style-type: none"> 1. An understanding and commitment to equal opportunities. 2. An understanding of play and child development and the ability to meet children’s individual needs. 3. Experience working with children with additional needs. 4. An ability to demonstrate a wide range of practical play work skills. 5. Current first aid certificate. 6. Current basic food hygiene certificate. 7. Current child protection certificate. <p>Experience of implementing risk assessments and policies.</p>	✓		Application/Interview
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Got Questions?

For an informal chat, please call Kathleen Sheridan CEO on 07956509033 or email Kathleen on Manager@lewishamirish.org.uk to arrange.

To Apply

To apply please submit the following:

Your CV detailing your education and work experience and a cover letter detailing how you meet the job specification requirements. The cover letter should be no more than 2 pages.

Email to - Manager@lewishamirish.org.uk

Application Deadline – Monday 5th May 11.59pm