

Title of Position	Project Co-ordinator (Knocknaheeny)
Location	Knocknaheeny, Cork
Employment Type	Part-Time (30 hours) and Permanent Contract This role will be either 4 days per week or 3 full days and 2 half days TBC
Salary	€39,007 - €56,058 (This is the pro-rated salary for 30 hours)
Contact Person	Aileen O'Keeffe 0214307964 / aileen.okeeffe@barnardos.ie
Closing Date	Tuesday 28 July 2026
Interview Date	TBC

Information Note

What does the Knocknaheeny Early Years' service do?

Barnardos Brighter Futures is a prevention and early intervention initiative in Knocknaheeny aimed at supporting children to achieve better social and educational outcomes by working with children and their families. The service provides a supportive framework for children's development with a strong emphasis on supporting children's development in the early years, enhancing school readiness and sustaining children's participation in school in the primary cycle.

The service provides a 5-day service to 20 pre-schoolers between 3 and 5 years, and a 4-day service to 12 toddlers between 2 and 3 years.

Brighter Futures works in a strengths based, supportive capacity to families living within the catchment area of Knocknaheeny, Co Cork.

Barnardos target the most disadvantaged and vulnerable families specifically focusing on improving parenting skills and child/parent relationships in order to reduce subsequent difficulties with children such as early school leavers, anti-social behaviour etc.

The Brighter Futures service facilitates programmes to improve emotional well being and promote school readiness, such as issue based groups/workshops and individual support. Partnership with parents programme and individual work are also available for families.

What will the Project Co-ordinator do?

Under the leadership of the Project Leader, they will be responsible for the day-to-day running of our busy early years' service in Brighter Futures in Knocknaheeny.

In particular, the Project Co-ordinator will be responsible for the line management of the High/Scope Creche, Tus Maith Preschool, Brighter Futures group work, and Community Employment participants and Third Level Students placed at Brighter Futures centre.

Who do we work with?

The staff team consists of a Project Leader, Project Worker and five Child and Family Development workers, Programme Assistant, and an Administration Worker.

Additionally, members of the FAS Community Employment scheme provide support with childcare.

Referrals to the project come from families themselves and other professionals such as the local social work department.

Project Co-ordinator

Job Description

Post:	Project Co-ordinator
Location:	Brighter Futures, Knocknaheeny
Responsible to:	Project Leader
Works with:	Children and Families

Job Purpose

To ensure the co-ordination, delivery and development of Barnardos services within a defined area of service responsibility. Ensuring consistency with the aims and objectives of Barnardos and contribute to the development of the region and the organisation.

Core Job Requirements

- Responsible for the management, development and delivery of Barnardos work with children and families within your area of responsibility.
- To ensure effective referral, assessment, planning and review processes are in place to meet the needs of children and families participating in the service.
- To undertake the duties of Designated Person for the project under the Children First National Guidelines for the Protection and Welfare of Children.
- To maintain appropriate relationships with external agencies in order to ensure that the needs of children and families are met in an integrated and co-ordinated manner.
- To ensure that the protection and welfare of children is a primary concern of all staff and that, when child protection issues arise, Barnardos policies and procedures are fully adhered to.
- To ensure all staff, students and volunteers receive regular and professional supervision; appraisal and training needs are identified and addressed to ensure learning is promoted within your area of responsibility.
- To participate at regional management level and to contribute to other appropriate groups which develop strategies and policies within the organisation.
- To ensure programmes are planned, delivered and evaluated in response to the needs of children and families attending the service.
- Identify the needs of children and families attending the service that are not being met and to advocate at an individual, service and organisational level for them to be met.
- To represent Barnardos as appropriate at local level.
- To ensure all case, financial and administrative records and files are maintained to a high standard and case records are accessible to service users, seeking permission from third parties as appropriate.
- To ensure the service participates in case conferences and other meetings in relation to the welfare of children and families.
- To develop and facilitate a culture of service users consultation and involvement in all aspects of the work.
- To ensure all records are up to date on the HIVE and manage NCS/ECCE registrations/sponsorships for relevant children

Requirements Specific to this Post

- The Project Co-ordinator will be responsible for the line management of the High/Scope Creche, Tus Maith Preschool, Brighter Futures group work, and CE participants and Students placed at Brighter Futures centre.

Note: This Job Description will be reviewed and updated in line with the needs of the work.

Project Co-ordinator

Person Specification

Personal Attributes

- Excellent communications and interpersonal skills.
- Ability to manage in a dynamic and busy environment.
- Teamwork required and the ability to work in collaboration with others.
- Ability to prioritise competing demand.
- Flexibility and adaptability in terms of tasks and time is essential for this post.
- Ability to manage the staff team in a constructive way, ensuring that a high level of service provision is delivered.
- Ability to manage the complexity and diversity within your service.
- Ability to write clear reports as required.
- Demonstrate an understanding of the Management role.
- Ability to be child-centred and needs led.
- Ability to manage relationships internally and with external stakeholders relevant to your service.

Experience

- A minimum of 3 years post qualification experience and demonstrate management capacity essential.
- Experience of a lead or supervisory role in an early years' service highly desirable.
- Prior experience working with disadvantage highly desirable.

Qualifications

- Relevant professional 3rd level qualification (QQ1 Level 7) essential in Early Childhood Care and Education, or equivalent, as recognised by the DCYA for the purposes of compliance with Childcare (Early Years) Regulations, at ECCE Room Leader higher capitation rate.
- Management training highly desirable.

The postholder is initially assigned to work in the Brighter Futures centres, Knocknaheeny but may be required in the future to work in other locations in the Cork area in line with organisational needs.

Barnardos is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all.