

## PERSON SPECIFICATION

### Early Years Development Manager (Maternity Cover)



Competency	Role Specification	Evidence/Demonstration of meeting specification	Essential	Desirable
<b>Qualifications</b>	Good level of general education – educated to degree level.	Application Form, Certificates	✓	
	Evidence of continuing professional development related to children's education, health care services, stakeholder engagement.			✓
<b>Experience</b>	Significant experience (min of 3 years) in previous roles within the early years sector supporting positive outcomes for expectant mums, young children and families.	Application Form, Interview, References	✓	
	Relevant programme development, project/event and budget management experience at an equivalent level to this role.		✓	
	Knowledge and understanding of how physical activity, movement and play can contribute to the wider development outcomes for pregnant mums, young children and families.		✓	
	Ability to link regional/national agendas including, child poverty, EYFS curriculum and Ofsted requirements to create opportunities to be physically active whilst supporting school readiness and child development outcomes for young children and early years settings.		✓	

	Knowledge and awareness of implementing young children's, families' and practitioner voices into programme design and delivery.		✓	
	Considerable experience of engaging, developing and maintaining strong working relationships on multi-agency projects, working across early years and family services.		✓	
	Experience of being an inspirational leader of people, with the ability to provide effective line management and drive performance.		✓	
	Good working knowledge of the early years sector with an understanding of local/regional issues, barriers and challenges facing expectant/new mums, young children, families, communities and professionals.		✓	
<b>Skills, Knowledge and Aptitude</b>	Excellent written and oral communication skills, with the ability to write and present clearly and concisely, adapting language and style to suit relevant audiences.	Application Form, Interview, References	✓	
	Ability to forge meaningful relationships and influence the approach of others as well as a commitment to providing high levels of customer service.		✓	
	Able to prioritise a busy workload and meet deadlines and targets.		✓	
	An understanding of issues surrounding physical activity/outdoor play, inequalities and the linkage with young children, families and communities.		✓	
	In-depth knowledge of the EYFS curriculum, current Ofsted and safeguarding requirements.		✓	

	Excellent administrative, planning and organisation skills.		✓	
	Good IT skills and knowledge, commensurate with an office environment.		✓	
<b>Motivation and Working Practices</b>	Self-motivated and self-disciplined - able to work independently and autonomously as required, without the need for close supervision or support.	Application Form, Interview, References	✓	
	A strong passion for making a difference to the lives of children, families and communities.		✓	
	Able and willing to work as part of a multi-disciplinary team and contribute effectively to the work of the team.		✓	
	Conscientious and thorough with excellent attention to detail.		✓	
	Personable, confident and reliable.		✓	
<b>Other</b>	Willing and able to work between an office and a home environment, with a flexible attitude when required to work at third party locations when required. This may include working evenings and weekends on occasion.	Application Form, Interview, References	✓	
	Committed to physical activity, equality, diversity, inclusion and safeguarding.		✓	
	Able to meet the travel requirements essential to the post, including managing time and regular travel between the Charity's offices and partner locations across Durham, Northumberland and Tyne & Wear.		✓	

	Committed to continuous professional development and maintaining pace with industry trends and developments.		✓	
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