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| Job Description – Project Support (Temporary) |
| **Title:**  Project Support |  | **Reference:** Temporary post March 2026 |
| **Reports to:** Mourne Sure Start Manager |  | **Responsible to**: Bolster Community |
| **Base:** Sea Shell Centre, Newcastle Street, Kilkeel |  | **Hours:** 16 |
| **Benefits:*** **Basic salary:** £23809.50 (pro-rata)
* **Pension:** 6% employer’s salary contribution (subject to conditions)
* **Annual Leave:** 25 days per annum + Statutory Holidays (pro-rata)
* **Allowances:** Travel Expenses will be paid according to Bolster Community rates (subject to conditions)
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| 1. Job Summary:
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| The post holder will be required to support the programme facilitator to plan, organise and implement a stimulating and varied programme of play and educational activities for children aged 0-4.  |
| 1. Key tasks
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| To support the delivery of Play programmes across the Sure Start programmesEnsure a safe, stimulating and varied programme of play and learning opportunities is provided for children aged 0-4, suitable to the child’s age and stage of development.* Contribute to the effective day to day operation of the play programme.
* To establish a secure stimulating varied programme of play (including stories, art and craft etc) for the children within the group.
* To set up the playroom and kitchen before the group commences and tidy up again after the children leave.
* To maintain high standards of practice in supporting children and families within the Sure Start model
* To involve parents where appropriate in activities with their children and be responsive to parents and children, building positive relationships.
* To be vigilant about the upkeep of equipment ensuring that good standards of hygiene are followed.
* To ensure equality of opportunity, fairness and diversity in all aspects of work.
* Implement good safeguarding practice in all areas of work

General* To represent SureStart and Bolster Community as agreed with the Line Manager.
* To be committed to own personal development and growth.
* To provide the appropriate service and to treat all stakeholders in a courteous and respectful manner.
* To demonstrate commitment to SureStart and Bolster Community by regular attendance and the efficient completion of tasks allocated.
* To take part in and assist in the organisation of events, outings, visits and any other activities as required.
* To promote SureStart and Bolster Community Programmes.
* Be available for planning, review, support and appraisal meetings and any relevant training and staff development as required.
* To carry out all duties in compliance with SureStart/Bolster Community Health and Safety Policy and Statutory requirements.
* To adhere to SureStart/Bolster Community values and behaviours in all aspects of employment
* To adhere to SureStart/Bolster Community Equal Opportunities Policy throughout the course of employment.
* To adhere to SureStart/Bolster Community Confidentiality Policy
* To adhere to SureStart/Bolster Community Child Protection Policy and Procedures.
* To maintain the high standards of personal accountability to ensure the ongoing confidence of the public in the staff of SureStart/Bolster Community.
* To carry out any other duties falling reasonably within the competence and capability of the post holder.
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| 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. |
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