



Tiny Talk: Job Specification

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| Job Title | Tiny Talk Training and Development Officer |
| Location of Post | Meath |
| Organisation | Meath Partnership |
| Contract Period | Part-time position; 9 months contract duration |
| Purpose of the Post | <p>To contribute to the development and delivery of Tiny Talk training and support to pre-school workers and parents in Co. Meath.</p> <p>The Development Officer will work alongside the project's Speech and Language Therapist (SLT) to deliver innovative language enrichment and parenting support programmes to our customers in Meath.</p> <p>This is an exciting, challenging and dynamic post seeking a candidate with skills and competences to match in order to drive the project forward.</p> |
| Principal Duties and Responsibilities | <p>The Tiny Talk Training and Development Officer will:</p> <ul style="list-style-type: none"> ➤ Have responsibility for organising, managing, planning and providing the Tiny Talk service to preschool children in the agreed target areas in conjunction with the SLT. ➤ Provide on site support and training to parents, guardians, child minders and preschool leaders. ➤ Provide site specific programmes that meet the needs of the children therein and that integrate with the preschool curriculum ➤ Support parents/guardians/child minders/preschool leaders to implement the Tiny Talk programme. ➤ Work closely with Tiny Talk team members in planning and delivering a high quality service in terms of service provision, service developments, accommodation, staff training needs, budgets, equipment etc. ➤ Develop and deliver Tiny Talk training to appropriate target groups across a variety of early education settings ➤ Initiate and/or facilitate research appropriate to the areas of Tiny Talk ➤ Develop and maintain professional expertise relevant to client group, i.e. through appropriate in-service training and external training courses ➤ Work closely, where appropriate, with educational services when providing a service to the client group. This can include school visits and contributing to training of teachers and SNAs, but is not exhaustive. ➤ Be accountable for his/her own professional practice. ➤ Maintain statistical information and annual returns in relation |



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| | <p>to designated caseload.</p> <ul style="list-style-type: none"> ➤ Perform other such duties as may be assigned by the SLT Manager, Programme Manager/Tiny Talk ➤ Be familiar with and keep informed of Health and Safety guidelines and attend health and safety training as required. |
| Essential Education or Training Qualifications | <p>The successful candidate, should at a minimum have either of the following:</p> <ul style="list-style-type: none"> • Graduate/Higher Diploma in Education (Primary) • FETAC Level 5 Major Award, Health Service Skills (Speech and Language Therapy Assistant) • FETAC Level 6 Major Award, Childcare • Bachelor degree in childhood and/or early education • Or an equivalent relevant qualification |
| Essential Skills or Competencies | <ul style="list-style-type: none"> • 3 years professional knowledge and experience of early childhood development and care • Training delivery experience hugely desirable • Elklan qualification an advantage • Ability to handle varied tasks and to switch from one area of focus to another • Good organisation skills, time management and excellent command of the English language. • Customer facing and customer focused • Excellent communication skills especially written. |
| Special skills, knowledge, competencies or requirements of the post | <ul style="list-style-type: none"> • Access to own transport essential • Subject to Garda Vetting |

Meath Partnership is an Equal Opportunities Employer

Tiny Talk is a collaborative initiative between the following agencies in Co Meath:

