



Job Description



ORGANISATIONAL BACKGROUND

For over 175 years, YMCA Dublin has been building safer, stronger, and more inclusive communities. Through affordable childcare, youth and family programmes, and community support services, we empower young people, support individuals and families, and create safe spaces where everyone can thrive.

OUR PURPOSE

We believe everyone should have the opportunity to belong to healthy, confident, secure and connected communities.

OUR VALUES

Welcoming, Inclusive, Empowering, Caring, Responsible

OUR PRINCIPLES

Strengths-Based, Trauma-Informed, Play-Inspired





CONTEXT FOR APPOINTMENT

This is an exciting time to join YMCA Dublin as we deliver on our ambitious strategic plan to expand our reach and deepen our impact by opening new Community Hubs across Dublin. These hubs will provide vital services, including affordable childcare, youth and family programmes, and community support initiatives.

The first of these new Community Hubs will launch in North Dublin in Spring/Summer 2025, spanning two locations: De Verdon Place (Malahide Road, Dublin 17) and Parkside (Belmayne, Dublin 13). Both facilities will offer a School Age Childcare (SAC) service, as well as youth work & family support programmes.

To support this expansion, we are recruiting a School Age Childcare (SAC) Coordinator to coordinate SAC services across our existing and new sites. This will be a key role in supporting SAC staff teams in each setting, and ensuring play-inspired environments where children and young people can thrive. The role is ideally suited to a dynamic, enthusiastic individual who will be excited by the challenge of joining our organisation during a time of expansion.



CONTEXT FOR APPOINTMENT



Title

SAC Coordinator

Reporting To

Head of Children & Family Services

Direct Reports

SAC Supervisors / Room Leads

Place of Work

Initially De Verdon Place, Malahide Road, Dublin 17
then hybrid, working across SAC settings & from home

Working Hours

Full-time – 40 hours per week

Nature of Post

Permanent

Salary

35k to 40k (depending on experience)

ROLE SUMMARY

Under the supervision of the Head of Children & Family Services...

- Lead the roll out of SAC new service for primary school aged children in North Dublin during July & August 2025
- Coordination of YMCA Dublin's after schools provision during term time and all day provision during school holiday periods
- Supervision of staff & volunteers across YMCA Dublin's SAC settings

PRINCIPAL DUTIES & RESPONSIBILITIES

Service Coordination & Development

- Coordinate the delivery of quality, play-based programmes across the SAC service during term-time and school holiday periods.
- Liaise with key partners, such as school/s & Approved Housing Bodies, regarding SAC operations.
- Liaise with Tusla and other referral agencies regarding NCS Sponsored places in SAC.
- Deal appropriately with situations that may arise within SAC, and inform the Senior management team of any issues or concerns.
- Issue of timely & accurate invoices to parent/carers of children attending SAC.
- Support the Head of Children & Family Services with the development of SAC services in new locations.
- Represent YMCA Dublin effectively to professional partners, schools and community organisations.

Quality Assurance

- Review and document our SAC model and associated curriculum to ensure consistency of service delivery and readiness to open new settings.
- Monitor adherence to quality and safety standards as per Tusla's 'QRF for School Age Services'.
- Ensure implementation of safeguarding, health and safety and data protection procedures to ensure the safety and well-being of children.
- Ensure registrations, bookings, attendance, etc are effectively maintained on ECCESoft.
- Ensure the timely & accurate completion of work records, reports, observations, etc.

Miscellaneous

- Undertake any other duties and responsibilities reasonably requested by Senior management.

PRINCIPAL DUTIES & RESPONSIBILITIES

People Management

- Ensure adequate staffing is in place for SAC, including the overall coordination of school collections.
- Support and supervise SAC staff, including the direct line management of Supervisors and carrying out their inductions and appraisals.
- Ensure the training needs of SAC staff are identified and addressed on an ongoing basis.
- Facilitate regular staff meetings and actively work towards building the SAC team.
- Provide cover for Supervisors during periods of leave/absence, as required.
- Develop a culture of continuous improvement and reflective practice.

Service Integration

- Liaise with Childcare management to ensure continuity of care between Early Learning & Care and SAC services.
- Work with the Family Support Coordinator to ensure effective response to needs of SAC families.
- Liaise with the Finance department to ensure effective debt management.
- Liaise with Youth & Community Services staff to manage use of shared spaces, and support young people's transitions between services.
- Attend Management Team Meetings and give accurate feedback, as required.

PERSON SPECIFICATION

Essential Criteria

QUALIFICATIONS & EXPERIENCE

- Recognised Level 7/8 qualification in childcare or similar
- Minimum 3 years' experience working in a Tusla-registered SAC setting, including at least 2 years in a supervisory role.

KNOWLEDGE & SKILLS

- Demonstrable knowledge of SAC regulations & experience of compliance inspections, e.g. Tusla, Pobal
- Demonstrable ability to implement policies & procedures in a relevant setting
- Demonstrable knowledge of HIVE and NCS funding.
- .Excellent organisational & administrative skills
- Strong interpersonal & communication skills
- Knowledge of play work approaches
- Proficient in the use of ICT

QUALITIES & CIRCUMSTANCES

- Fluent in written & spoken English
- Self-motivated and able to meet targets & deadlines
- Enthusiastic & compassionate
- Ability to work flexible and extended hours, including mornings during holiday periods.
- Willingness to undertake further training

Desirable Criteria

QUALITIES & CIRCUMSTANCES

- Current driving licence, and willingness to drive SAC vehicles for school collections.