

SCOTTISH CHILDMINDING ASSOCIATION JOB DESCRIPTION

JOB TITLE: **CHILDMINDING DEVELOPMENT OFFICER**

LOCATION: Home based and covering the South Lanarkshire area

HOURS: Part time 30 hours per week. Hours to be flexibly arranged to provide for occasional Saturday and evening work. Some overnight stays away from home. Time off in lieu may be taken for any extra hours worked. No over time payments are possible.

GRADE: AP3 Pt 23 - 26

ACCOUNTABLE TO: Area Manager (West)

JOB PURPOSE

To deliver an effective service to support all childminders in South Lanarkshire.

KEY RESPONSIBILITIES:

To deliver support, information and training to new and existing childminders; to support quality and quality improvement; and represent childminding in local partnership forums and with key stakeholders.

KEY TASKS:

- To deliver support to all childminders across South Lanarkshire as part of an effective childminding service.
- To recruit new childminders and provide support through the registration process.
- To undertake a childminding training needs analysis and plan and deliver a continuous professional learning calendar of events in response to identified need.
- Work appropriately with all stakeholders in the South Lanarkshire area who provide support/ have a commitment to childminding, including the local authority, care inspectorate, colleges and other organisations.
- To represent childminding at local networks and sector appropriate meetings as appropriate to the needs of the childminding service.
- Support and assist existing local childminding groups and support the establishment of new groups as required.
- Close liaison and regular meetings with your line manager for mutual support, supervision and appraisal.
- Ensure all paperwork relating to the service is updated and processed timeously.
- Assist with collating statistics for management/funders and providing evidence of outcomes met.
- Meet regularly with your Area Manager and other SCMA staff team.
- Write reports and submit monthly paperwork including expenses to reach line manager by 7th day of the following month.
- Reading the Health and Safety document and being aware of the health and safety of yourself, your colleagues and visitors to the office.
- Work at all times in a manner consistent with SCMA policies and procedures.
- Being responsible for your own personal development and participate in SCMA's approach to Engaging in Our People.
- Responding positively to changing business needs may require you to carry out other mutually agreed tasks that are necessary to fulfil the job purpose.

PERSON SPECIFICATION CHILDMINDING DEVELOPMENT OFFICER

EDUCATION

Essential

High Standard of Education/Qualifications or ongoing Personal Development

CAREER EXPERIENCE

Essential/Desirable

Experience of working within a childcare, children & families or related setting

Experience in collaborative working

Experience of training and the delivery of training programmes

KNOWLEDGE

Essential

Relevant childcare and education legislation in Scotland

Relevant training and qualification needs of the workforce

Knowledge of Child protection systems and GIRFEC

Framework in Scotland

Desirable

Relevant childcare and voluntary sectors networks in Scotland and the UK.

In depth knowledge of the working practices of registered childminders

Grant applications and securing funding

SKILLS:

Essential

Interpersonal skills: methodical, tactful, self -reliant and good humoured

Training, presentation or public speaking skills

Ability to keep confidential information

Ability to work under pressure and to deadlines

Good organisational skills including organising information and time management

High standard of written and spoken communication

Numerate and competent ICT skills

Ability to work on own initiative and in a team

Desirable

Willingness to develop skills and undertake any relevant training

PERSONAL CIRCUMSTANCE:

Ability to work flexible hours and occasionally away from home overnight