

SCOTTISH CHILDMINDING ASSOCIATION JOB DESCRIPTION

JOB TITLE: **CHILDMINDING DEVELOPMENT OFFICER (SACC)**

LOCATION: Home based - covering School Age Childcare Early Adopting Communities (Clackmannanshire, Dundee, Fife, Glasgow, Inverclyde, Shetland).

HOURS: Full time 36 hours per week. Hours to be flexibly arranged to provide or 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 pts 23-26 (£27,278 - £29,930) funded to end March 2027 initially

ACCOUNTABLE TO: Area Manager

JOB PURPOSE

To develop the effectiveness and credibility of our School Age Childcare Service (SACC) aimed at increasing the number of childminders through recruitment; and providing support to families to access SACC childminding placements in the six early adopting communities. This post may require direct contact with children and vulnerable adults.

KEY RESPONSIBILITIES:

Support potential new childminders by delivering a childminding recruitment model in targeted local authority areas. Provide support from induction to registration. Set up placements of school age children with new and existing childminders aimed at low-income families. Ensure work is delivered efficiently and timeously. Work alongside the Childminding Liaison Officer and Area Manager and work collaboratively with all SCMA colleagues.

KEY TASKS:

- Deliver one to one and group support to potential new childminders, following SCMA's successful supported childminding recruitment model pathway.
- Monitor and report regularly to the Area Manager, on progression of participants through the pathway, to ensure potential new childminders are supported through each stage of transition.
- Work as a team with the Childminding Liaison Officer, meeting regularly, providing assistance and joint working.
- Provide ongoing advice and guidance to potential new childminders, supporting any queries and requests for practical help, resources or policy development.
- Work with the Professional Learning team, to ensure childminders access the funded learning and development opportunities within the recruitment model, from Induction to Continuing Professional Learning (CPL) courses.
- Support newly registered childminders to access the start-up grants within the recruitment model pathway.

- Work with local authorities and community agencies to assess, match and review SACC placements, providing support where necessary.
- Monitor and report on hours used and authorise payments where appropriate, keeping the SACC excel spreadsheet up to date.
- Establish and facilitate effective networks with local partners and feedback to line manager.
- Take responsibility for processing all service paperwork timeously and to a high standard.
- Meet regularly with your Line Manager for support, supervision and annual appraisal.
- Read the Health and Safety document and be 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's policies and procedures.
- Take responsibility for your own personal development and contribute to the organisation's 'Engaging Our People' approach.
- 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

Essential

- Good Standard of Education/Qualifications and/or ongoing professional development

CAREER EXPERIENCE

Essential

- Providing one to one / group support to individuals in workforce recruitment, childminding, employability sector, or equivalent
- Experience in collaborative working

Desirable

- Experience of training and the delivery of presentations and key information
- Experience of working within family support or school-aged childcare

KNOWLEDGE

Essential/Desirable

- Understanding of the challenges facing the childminding workforce
- Understanding of current SACC policy and models of practice
- Understanding of childminding services and the working practices of registered childminders, including registration, training and qualification needs
- Relevant childcare legislation and policy in Scotland
- Knowledge of family support and additional support needs

SKILLS

Essential

- Good humoured, tactful and self-reliant
- Ability to keep confidential information
- Working knowledge of ICT, including Excel
- Methodical and able to plan and manage workload
- Ability to represent childminding at a local level
- Ability to work under pressure and to deadlines
- High standard of written and oral communication
- Good organisational skills including the storage of information and time management
- Ability to work on own initiative and as part of a team
- Willingness to develop skills and undertake any relevant training

PERSONAL CIRCUMSTANCE:

- Ability to work flexible hours as there will be a requirement at various points during the year to call/contact potential childminders early evening (6-8pm). There may be an occasional requirement to work on Saturdays or be away from home overnight.