

## **SCOTTISH CHILDMINDING ASSOCIATION JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>AREA MANAGER</b>
<b>LOCATION:</b>	Home/Office based
<b>HOURS:</b>	Full-time 36 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 overtime payments are possible.
<b>GRADE:</b>	PO2 PT 39 - 42
<b>ACCOUNTABLE TO:</b>	Director of Services Development
<b>ACCOUNTABLE FOR:</b>	Senior Childminding Development Officers & Childminding Development Officers and other staff aligned linked to national project if applicable.

### **JOB PURPOSE**

Responsible for the effective delivery of current SCMA childminding services and seeking opportunities for further growth of service contracts. Also for assigned national project as agreed.

### **KEY RESPONSIBILITIES:**

Oversee service delivery of current commissioned contracts and funding, ensuring agreed outcomes and targets are achieved timeously and within budget. Maintain and develop effective relationships with local authority partners and other key stakeholders. Identify opportunities for service growth. Support organisational strategy.

### **KEY TASKS:**

- Monitor, review and report on designated services, ensuring they deliver to agreed outcomes, timescales and on budget
- Maintain existing funding and seek opportunities for expansion and growth of current services, including preparing and submitting contract proposals with support from Director of Services Development and Director of Childminding Services where required
- Identify opportunities for additional services, liaising and working in partnership with Director of Services Development and Director of Childminding Services to negotiate and secure funding in locality areas where we do not have a presence
- Contribute to horizon scanning, in conjunction with Director of Services Development and Director of Childminding Services, to scope new business ideas which represent best practice within service delivery across the sector
- Develop and implement new services as required in collaboration with colleagues
- Promote and develop quality, effectiveness and credibility of childminding in your designated areas and Scotland wide
- Ensure childminders are able to access quality professional learning and development, through negotiation of funding and provision of support
- Oversee the implementation and review of service processes and procedures
- Hold a senior position on the Helpline in relation to Child Protection and Safeguarding
- Induct, line manage and support field staff to achieve and perform their roles to best effect
- Conduct appraisal and support staff development, in line with Engaging our People
- Take responsibility for your own personal development and contribute to the organisation's 'Engaging Our People' approach

- Follow Health and Safety requirements, being aware of the health and safety of yourself, your colleagues and visitors to the office
- Working at all times in a manner consistent with SCMA's equal opportunities policy
- Meet regularly with your Line Manager for support, supervision and appraisal
- Responding positively to changing business needs may require you to carry out other mutually agreed tasks that are necessary to fulfill the job purpose

## **PERSON SPECIFICATION**

### **Essential**

High Standard of Education/Qualifications at SVQ III or HNC level or above or commitment to personal development

## **CAREER EXPERIENCE**

### **Essential**

- Experience of successfully managing services in a childcare or family support setting
- Experience of collaborative working within voluntary and statutory sector
- Implementation of safeguarding policy and procedures

### **Desirable**

- Experience in the delivery of early years, and/or health and social care services
- Experience of relationship and attachment-based services
- Securing funding and writing funding submissions (proposals, applications and/or tenders)

## **KNOWLEDGE**

### **Essential**

- Childcare or Children and Families service delivery
- Relevant childcare and voluntary sector networks in Scotland
- Managing budgets and financial reporting
- Child Protection

### **Desirable**

- Local authority governance frameworks
- Understanding of childminding services and the working practices of registered childminders
- Relevant childcare and education legislation in Scotland, including Early Learning and Childcare 1140 funded hours
- Relevant training and qualification needs of the workforce

## **SKILLS**

### **Essential**

- Ability to review and analyse data and information
- Delivery of training and presentations
- Ability to represent childminding at a local level
- High standard of written and verbal communication, including service and outcome reporting
- Effective negotiation skills
- Ability to work under pressure and to deadlines
- Good organisational skills including the storage of information and time management
- Ability to keep confidential information
- Tactful, self-reliant and good-humoured
- Ability to work on own initiative and in a team
- Ability to work collaboratively with internal and external staff
- Proficient in use of Microsoft software, including Excel

### **Desirable**

- Willingness to develop skills and undertake any relevant training

## **PERSONAL CIRCUMSTANCE:**

Ability to work flexible hours and occasionally away from home overnight