

HR Advisor

SUPPORTING INFORMATION

Who are we?

SCMA is the only national organisation in Scotland specialising in supporting all aspects of childminding practice. We are a membership organisation with circa 2,700 members (approximately 85% of the childminding workforce), we are an advocacy body (through which we provide a professional voice for childminding and work to ensure that national policy and standards as they impact upon childminding are influenced by evidence and the experiences of childminders), and we are also a national Third Sector service provider delivering an increasing range of contracted services to support the development of childminding, children and families.

Organisational Development and Strategy

It's an exciting time for SCMA we published the second stage of our ten year 'Changing the Narrative' strategy during 2024. Originally launched in 2021 - in the midst of the pandemic and when few others were looking forward – we are incredibly proud of the huge progress we have made in our strategy so far.

As background, childminding had experienced a number of significant challenges over the years and SCMA developed a strategy in response, which we launched in May 2021 (mid-pandemic and at a time when few were looking forward) to promote recovery, strengthen childminding, support families and increase parental choice. This provided a catalyst for change and we are incredibly proud of all that we have achieved so far, including:

- ✓ significantly increasing the profile and importance of childminding
- ✓ making childminding more relevant to different policy agendas (ELC, school-age childcare, Additional Support Needs, remote and rural, community and economic development, parental employment, child poverty and others)
- ✓ securing vital Scottish Government funding commitments to childminding
- ✓ strengthening SCMA's voice, membership benefits, engagement and impact

Looking forward, '**Childminding: providing solutions for Scotland**' 2024-2027 is the start of an exciting new delivery phase of our strategy journey which is strongly focused on solutions, recognising that:

- **childminders** provide flexible, high-quality childcare solutions for families
- **childminding** provides solutions for a range of policy agendas
- **SCMA** provides solutions to inform development and implementation of policy and practice

Our strategy will continue to span the five work areas of 'Representation, Policy & Influencing', 'Workforce, Learning & Quality', 'Membership', 'Families & Communities' and the 'Value of Childminding' and contains 15 commitments and objectives including:

- continuing to represent and provide a voice for childminders
- strengthening membership support at all career stages
 - further developing our childminding-specific CPL programme, documentation and policies
 - supporting members to diversify their business models to support sustainability
- continuing to address the issues which have been causing childminders to leave the workforce
- delivering a new three-year national programme on childminder retention and recruitment (launched in June 2024)
- strengthening our family support and contributing to the further development of all-age childcare
- continuing to increase the profile and value of childminding

Our Services

As a membership organisation, we also deliver a range of services across Scotland, ensuring that childminders are able to improve the quality of their delivery through professional learning, providing high-quality, nurturing childcare and family support. At this time this includes the following:

- **Early Learning and Childcare (ELC)**

Working in partnership with 8 local authorities, we have locality-based field staff who support the involvement of childminders in the delivery of funded Early Learning and Childcare hours for 2,3 and 4-year-olds. Service delivery includes recruitment, training, quality assurance, ELC referrals, payments, and overall support.

- **Community Childminding**

We are commissioned to provide Community Childminding services in 4 local authority areas (Aberdeen, Fife, Glasgow and Scottish Borders). Community Childminders receive enhanced training to provide short-term childminding placements for children and families who would benefit from early intervention support. These vital services have helped over 900 families in need in the last 3 years, demand exceeds our capacity to supply, and we believe this has the potential to be developed in other local authority areas and indeed nationally. Click on the link to see more information, including our Community Childminding Briefing Sheet: childminding.org/enhanced-family-support

- **Professional Learning**

Our Learn with SCMA function offers a range of Continuing Professional Learning (CPL) opportunities to support childminders with ongoing quality improvement. Over 90% of childminders consistently score 'Good' or Above across all quality criteria, through independent inspection by the Care Inspectorate, which is the highest rating of any childcare provider. We provide interactive/virtual learning courses and events as well as our e-learning courses delivered on our own SCMA online platform.

- **School-Aged Childcare**

We are currently working across 6 Early Adopter local authorities to deliver a School-Aged Childcare service (SACC), raising awareness of childminders as providers of SACC, providing funded access to SACC in childminding settings as well as recruiting new childminders into the workforce. It will support low-income families and those where children have additional support needs, seeking to reduce the impact of child poverty. It will also provide key learning and modelling to inform future expansion and sustainability of school-aged childcare with childminders.

- **Workforce Retention and Recruitment**

We are delighted to have received funding from the Scottish Government to support our exciting new Workforce Programme, 'Programme for Scotland's Childminding Future', aimed at retaining and growing the number of childminders across Scotland. This work is currently in the second year of programme, with key targets to support new childminders through the registration process, alongside pilot models involving Funded Time Off The Floor, Mentoring in targeted authorities and Quality and Learning support for all current childminders.

Visit our website to learn more about SCMA, our wide range of activities and increasing influence on behalf of childminders and families: childminding.org

About the role of HR Advisor

We are recruiting an HR Advisor to provide pro-active and experienced HR advice, support and guidance to line managers on all aspects of our employment policies and practices

The successful applicant will be aligned to support the development of the organisations HR function. In this role you will be the first point of contact for managers requiring support, advice and guidance on all HR and employee related matters. We require an HR Advisor who will listen and support our managers and provide sound HR advice by contextualising policy, procedures and best practice. The role would suit someone with extensive HR experience, is confident to deal with the full range of low through to high-risk employee related matters and has up to date employment law knowledge.

The postholder is required to have proven ability to act with discretion and professionalism and to be able to resolve conflict and seek solutions. Enthusiasm, self-motivation, excellent communication and organisational skills are required.

This post is funded until the end of March 2028.

Working with Us: Benefits

Our staff matter to us. Previously achieving a silver award in Investors in People, we subsequently developed our own internal approach to ensuring the success of our organisation through our people – aptly named 'Engaging With Our People'.

In addition, we offer the following benefits:

- Generous Annual Leave entitlement: 27 days annual leave plus 10 days public holidays (with long term service increase after five years) (pro rata for part-time staff)
- Flexible working
- Contributory Pension Scheme
- Life Cover: 3 x gross annual salary
- Health Assured - Employee Assistance Programme

Application Process

If you believe you have the skills and experience and could make a difference in this role, we would love to hear from you.

All applicants must complete an application form including providing a competency-based statement demonstrating their possession of the experience, skills and knowledge required to fulfil this role.

If you have any questions or wish to discuss the role in more detail, please contact Karen Blair, Finance Manager karen.blair@childminding.org

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