



**SCOTTISH CHILDMINDING ASSOCIATION  
is pleased to invite applications for the post of**

**HR ADVISOR**

**Part time – 28 hours per week**

This is a new role for SCMA with fixed term funding for 2 years until 31<sup>st</sup> March 2028 in the first instance.

Are you passionate about nurture, high quality childcare and making a real difference to children and families in Scotland? Do you want to be part of SCMA – a thriving membership organisation, advocating on behalf of childminders and delivering services across Scotland?

The Scottish Childminding Association (SCMA) is the national voice of childminding in Scotland. SCMA is a national Third Sector and membership organisation that promotes childminding as a quality childcare service. Working on behalf of its 2,500 childminder members, SCMA helps to improve the wellbeing and outcomes for Scotland's children and aims to influence policy to ensure that it is informed by the experiences of childminding. SCMA provides a wide range of support and professional services for members including training and events as well as delivering local services.

For more information about our organisation and services visit [www.childminding.org](http://www.childminding.org)

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.

Starting salary - £35,230 - £38,372 (pro rata for part time staff)

The post will be head office/home based, with hybrid working at our Head Office in Stirling. Equipment will be provided.

**If you would like to be part of our team, please download an application form [here](#).**

Closing date for receipt of completed applications is 17<sup>th</sup> June 2026 at 12pm.

Interviews will be held on 25<sup>th</sup> June 2026.

Please note that only applications submitted on the correct form will be considered.

**SCMA is working towards becoming an equal opportunities employer.**

