



SCOTTISH CHILDMINDING ASSOCIATION
is pleased to invite applications for the following post.

Project and Data Administrator
Programme for Scotland's Childminding Future

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

Are you highly organised with exceptional data administration skills? Join SCMA's Programme for Scotland's Childminding Future (PSCF), a three-year national initiative focused on Retention and Recruitment. As Project and Data Administrator, you'll play a pivotal role in supporting the success of this programme, ensuring the smooth operation of key data administration and providing comprehensive administrative support to the team.

In this role, you'll manage the recruitment mailbox and produce insightful data reports that drive informed decision-making. You'll be collating and presenting key statistics to the PSCF team and working closely with staff and childminders to ensure progress along the recruitment and retention pathways. Strong Excel skills and a passion for data accuracy will be key to your success.

We're looking for a self-reliant and proactive professional with at least two years' experience in a data-focused administrative role. If you thrive on analysing data, are adept at providing excellent customer service, and excel under pressure, this is your chance to make a significant impact on the future of childminding in Scotland.

Full-time 36 hrs per week, Salary £24,514-£26,532

Initial funding is to March 2026, taking us to the end of year two - this is part of a 3-year proposal with funding confirmation received on an annual basis.

The post is home/office based, requiring travel and attendance at meetings across the central belt (including regular attendance at Head Office in Stirling).
Equipment and broadband/IT connections will be provided.

For further information and to download an application form:

Visit our website <https://www.childminding.org/about-us/vacancies-with-SCMA>

Closing date for receipt of completed applications Friday 6/6/25 at 12 noon.

Interviews will be held on Tuesday 17/6/25.

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

SCMA is working towards becoming an equal opportunities employer.

