

## **SCOTTISH CHILDMINDING ASSOCIATION**

### **JOB DESCRIPTION**

**JOB TITLE:** **SENIOR CHILDMINDING DEVELOPMENT OFFICER**

**LOCATION:** Home Office based covering City of Glasgow Council.

**HOURS:** 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 over time payments are possible.

**GRADE:** AP3 pts 25-28

**ACCOUNTABLE TO:** Area Manager West

### **JOB PURPOSE**

To develop the effectiveness and credibility of the Integrated Childminding Service in City of Glasgow.

### **KEY RESPONSIBILITIES:**

Deliver and maintain an Integrated Childminding Service in the City of Glasgow area. Providing appropriate support to childminders recruited onto the service. Working as a team with other SCMA staff. This post may require direct contact with children and vulnerable adults.

### **KEY TASKS:**

- Responsible for directing day to day work within the Glasgow Integrated Service team, ensuring a quality service is delivered in line with service specifications and national strategic priorities.
- Review service delivery and make recommendations for change where appropriate.
- Oversee the recruitment of integrated childminders, providing regular support and assistance.
- Identify and implement suitable development opportunities to enhance skills, knowledge and understanding of integrated childminders.
- Arrange and lead regular Integrated Service team meetings.
- Provide support and guidance to the Childminding Development Officer (CDO) in addition to leading and directing their work.
- Ensure effective partnerships are developed and maintained and participate in appropriate meetings to support effective communication and multi-disciplinary working.
- Establish and facilitate effective partnerships with local third sector and other stakeholders as required.
- Oversee all family referrals to the integrated team - prioritising, monitoring and reporting on outcomes achieved.
- Match referrals to childminders, monitoring placements and providing updates on child progression to referrers, parents and childminders.
- Take responsibility for processing all service paperwork timeously and to a high standard
- Take responsibility for effective allocation of placements between ELC and Community Childminding, ensuring a seamless transition is in place.
- Monitor and report on ELC hours used and authorise childminder payments, ensuring reconciliation with GCC payments.

- Provide appropriate updates to your line manager to ensure they are kept informed of service developments.
- Participate in support, supervision and appraisal with line manager.
- Ensure regular and effective liaison with all SCMA staff as appropriate.
- Write reports and submit monthly paperwork including expenses to reach line manager by 7th day of the following month.
- Reading the Health and Safety document and being 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 policies and procedures
- Being responsible for your own personal development and be aware of the Investors in People Standards
- 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**

Education: High Standard of Education/Qualifications or ongoing Personal Development

## **CAREER EXPERIENCE**

### **Essential/Desirable**

Experience of working within a family support setting  
 Experience in collaborative working  
 Experience of budget monitoring

## **KNOWLEDGE**

### **Essential**

Relevant childcare and education legislation in Scotland  
 Relevant training and qualification needs of the workforce  
 Knowledge of Child protection systems and GIRFEC Framework in Scotland

### **Desirable**

Relevant childcare and voluntary sectors networks in Scotland and the UK  
 In depth knowledge of the working practices of registered childminders

## **SKILLS:**

### **Essential**

Interpersonal skills: Is methodical, tactful, self -reliant and good humoured  
 Ability to keep confidential information  
 Organisational: Ability to work under pressure and to deadlines  
 Good organisational skills including the organising of information and time management  
 High standard of written and spoken communication  
 Ability to work on own initiative and in a team

### **Desirable**

Willingness to develop skills and undertake any relevant training

**PERSONAL CIRCUMSTANCE:**

Ability to work flexible hours and occasionally away from home overnight