



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

TRAINING 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

We are seeking a highly organised and detail-oriented individual with a passion for supporting learning and development. Do you thrive in a fast-paced environment where your administrative skills can shine? If so, we're looking for a Training Administrator to be part of the team working on our exciting Programme for Scotland's Childminding Future (PSCF), aimed at retaining and growing the numbers of childminders across Scotland.

The successful applicant will be the key to ensuring the smooth and efficient delivery of our PSCF training programme. From managing the training calendar and coordinating logistics to handling attendee communication and maintaining accurate records, you'll play a vital role ensuring effective support to childminders throughout Scotland.

The postholder is required to have proven administrative experience, ideally in a training or learning and development environment. Enthusiasm, self-motivation, good communication and excellent organisational skills are required.

Part-time 18 hrs per week, Salary £24,514 - £26,532 pro rata for part time staff

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 office/home 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 Wednesday 11/6/25
Interviews will be held on Wednesday 25/6/25
Please note that only applications submitted on the correct form will be considered.

SCMA is working towards becoming an equal opportunities employer.

