

SCOTTISH CHILDMINDING ASSOCIATION JOB DESCRIPTION

JOB TITLE: **WORKFORCE OFFICER**

LOCATION: Home/Office based

HOURS: Full time 36 hours per week. Hours to be flexibly arranged to provide for some evening work and occasional Saturday requirements. 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 pt 23-26

ACCOUNTABLE TO: Workforce Manager (Recruitment)

JOB PURPOSE

To contribute to the implementation of planned and targeted childminder recruitment, based on a successful childminding specific model, increasing the number of childminders across Scotland as part of a three-year national programme for Retention and Recruitment.

KEY RESPONSIBILITIES:

Support potential new childminders by delivering a childminding recruitment model in targeted local authority areas across Scotland. Provide support from induction to registration. Ensure work is delivered efficiently and timeously. Assist the Workforce Manager and work collaboratively with SCMA colleagues.

KEY TASKS:

- Deliver one to one and group support to potential new childminders, following SCMA's successful supported childminding recruitment model pathway.
- Monitor and report regularly to the Workforce Manager, on progression of participants through the pathway, to ensure potential new childminders are supported through each stage of transition.
- Provide ongoing advice and guidance to potential new childminders, supporting any queries and requests for practical help, resources/policy development.
- Work with the Learn With SCMA team, to ensure childminders access the funded learning and development opportunities within the recruitment model, from Induction to Continuing Professional Learning (CPL) courses.
- Support newly registered childminders to access the start-up grants within the recruitment model pathway.
- Participate in regular Workforce Team Meetings in relation to both recruitment and retention delivery
- Meet regularly with your Line Manager for support, supervision and annual appraisal.
- Read the Health and Safety document and be 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's policies and procedures.
- Take responsibility for your own personal development and contribute to the organisation's 'Engaging Our People' approach
- 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 – Workforce Officer

Essential

- Good Standard of Education/Qualifications and/or ongoing professional development

CAREER EXPERIENCE

Essential/Desirable

- Providing one to one / group support to individuals in workforce recruitment, either in childminding or the wider employability sector
- Experience in collaborative working
- Experience of training and the delivery of presentations and key information

KNOWLEDGE

Essential/Desirable

- Understanding of the challenges facing the childminding workforce
- Understanding of childminding services and the working practices of registered childminders, including registration, training and qualification needs
- Relevant childcare legislation and policy in Scotland

SKILLS:

Essential

- Good humoured, tactful, and self-reliant
- Ability to keep confidential information
- Methodical and able to plan and manage workload
- Ability to represent childminding at a local level
- Ability to work under pressure and to deadlines
- High standard of written and oral communication
- Good organisational skills including the storage of information and time management
- Ability to work on own initiative and as part of a team

Desirable

- Willingness to develop skills and undertake any relevant training

PERSONAL CIRCUMSTANCE:

- Ability to work flexible hours as there will be a requirement at various points during the year to call/contact potential childminders early evening (6-8pm). There may be an occasional requirement to work on Saturdays or be away from home overnight.