

SCOTTISH CHILDMINDING ASSOCIATION

JOB DESCRIPTION

JOB TITLE: **WORKFORCE LIAISON LEAD (RECRUITMENT)**

LOCATION: Home / Office based

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.

HOURS: Part-time 18 hours per week. 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 overtime payments are possible.

GRADE: AP5 PT 31 - 34 £35,230 - £38,372

ACCOUNTABLE TO: Workforce Manager (Recruitment)

JOB PURPOSE

In conjunction with the Workforce Manager, manage the strategic partnerships with participating local authorities, third-sector organisations, and charities, fostering collaborative relationships that significantly enhance the reach and effectiveness of our national childminder recruitment programme. Provide support to Workforce Officer teams in the absence of the Workforce Manager.

KEY RESPONSIBILITIES:

Lead the liaison with allocated local authority partners, acting as the primary point of contact to cultivate strong, mutually beneficial relationships. Identify, establish, and nurture relationships with third-sector organisations and charities whose objectives align with and can support our childminder recruitment goals. Internally, collaborate closely with the Workforce Manager and other SCMA teams to ensure partnership activities are integrated and support overall recruitment targets.

KEY TASKS:

- Act as the key liaison with designated local authority partners, ensuring effective relationship are maintained, proactively engaging to share updates, understand their needs and identify opportunities for further collaborative recruitment initiatives.
- In conjunction with the Workforce Manager develop and implement a partnership strategy to engage relevant third-sector organisations and charities, clearly articulating the benefits of collaboration for our recruitment programme.
- Cultivate and maintain strong working relationships with key contacts within local authorities, third-sector bodies, and charities through regular communication and meetings.
- Work collaboratively with the Workforce Manager (Recruitment) to identify opportunities, initiatives and projects with partners to raise awareness of childminding as a career and drive recruitment.
- Facilitate internal communication and collaboration to ensure that partnership opportunities are maximised and aligned with recruitment targets (and other service opportunities, i.e. ELC/Community).
- Monitor and evaluate the effectiveness of partnership activities, providing regular reports on progress and impact to the SOM.

- Ensure all partnership activities are conducted in accordance with SCMA's policies and procedures.
- Participate in regular Workforce Team Meetings.
- Take responsibility for your own personal development and contribute to the organisation's 'Engaging Our People' approach.
- Follow Health and Safety requirements, being aware of the health and safety of yourself, your colleagues and visitors to the office.
- Working at all times in a manner consistent with SCMA's equal opportunities policy.
- Meet regularly with your Line Manager for support, supervision and appraisal.
- 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 Liaison Lead (Recruitment)

Essential

High Standard of Education/Qualifications at SVQIII or HNC level or above or commitment to professional development

CAREER EXPERIENCE

Essential

- Experience of successfully managing relationships within the childcare or employability sector
- Experience of stakeholder engagement and collaborative working within voluntary and statutory sector

Desirable

- Experience in successful delivery of recruitment programmes
- Experience in collaborative working with Local Authorities
- Experience in using evaluation approaches to test and report on impact
- Experience of working in and managing Local, Authority relationships

KNOWLEDGE

Essential

- Childminding (or linked workforce) landscape and relevant strategic and operational priorities
- Relevant childcare, employability, voluntary sector networks and other key stakeholders within childcare landscape across Scotland
- Understanding of the challenges facing our childminding workforce

Desirable

- Understanding of childminding services and the working practices of registered childminders.

SKILLS:

Essential

- Ability to represent childminding at a national and local level
- High standard of written and verbal communication, including service and outcome reporting and presentation skills
- Ability to review and analyse data and information
- Effective negotiation skills
- Ability to work under pressure and to deadlines
- Good organisational skills including the storage of information and time management
- Ability to keep confidential information
- Tactful, self-reliant and good-humoured
- Ability to work on own initiative and in a team
- Ability to work collaboratively, including the ability to motivate and support staff
- Proficient in use of Microsoft software

Desirable

- Willingness to develop skills and undertake any relevant training

PERSONAL CIRCUMSTANCE:

Ability to work flexible hours and occasionally away from home overnight if required