



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

WORKFORCE OFFICER
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 2,600 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 recruiting a Workforce Officer to help us expand the childminding workforce as part of our exciting Programme for Scotland's Childminding Future, aimed at retaining and growing the numbers of childminders across Scotland.

The successful applicant will work to support potential new childminders by delivering a childminding recruitment model in local authority areas. You will work closely with the Workforce Manager, using SCMA's successful childminding specific model.

The postholder is required to have proven ability to prioritise work and forward plan. Enthusiasm, self-motivation, good communication and excellent organisational skills are required. Please note there is an expectation that the work will cover the Central Belt, Northern and Island area of Scotland.

Full-time 36 hrs per week, Salary £27,278 - £29,930 pro rata for part time staff.
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 occasional meetings and events across Scotland (including 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 Monday 23/6/25.

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

SCMA is working towards becoming an equal opportunities employer.

