

**SCOTTISH CHILDMINDING ASSOCIATION
is pleased to invite applications for the post of**

DATABASE AND MEMBERSHIP ADMINISTRATOR

Are you passionate about 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 childminding.org

We are recruiting a suitably experienced Database and Membership Administrator to co-ordinate and assist with maintaining and developing SCMA's ECMS (database and website) in line with our organisational needs. You will work closely with the Director of Corporate Services and the Finance Manager to support, develop and co-ordinate the delivery of SCMA's ECMS.

Key responsibilities include maintaining the effective operations of the ECMS including liaising closely with our external partner and liaising with staff to develop the ECMS in line with our requirements. You will also be involved in providing an effective and efficient administrative support service to our members. This role will involve providing support to our internal teams including Marketing and Communications.

Excellent Excel and IT skills are vital, as are strong communication skills, attention to detail, and the ability to prioritise and manage multiple tasks to meet deadlines. The postholder is required to have proven ability to prioritise work, organise information and forward plan. Enthusiasm, self-motivation, good communication and excellent organisational skills are required.

Full-time 36 hrs per week, Salary £23,800-£25,759

The post is office/home based, requiring regular attendance at Head Office in Stirling. Equipment 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 is Monday 2nd December at 12.00pm.

Interviews will be held on Tuesday 10th December 2024.

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

SCMA is working towards becoming an equal opportunity employer.

