

SCOTTISH CHILDMINDING ASSOCIATION JOB DESCRIPTION

JOB TITLE: **CHILDMINDING LIAISON OFFICER**

LOCATION: Home based covering Early Adopting Communities
(Clackmannanshire, Dundee, Glasgow, Inverclyde, Shetland & Fife).

HOURS: Full time 36 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 over time payments are possible.

GRADE: AP3+ pts 25-28 £28,160-£30,944

ACCOUNTABLE TO: Area Manager West

JOB PURPOSE

To develop the effectiveness and credibility of a new School Age Childcare service by working in a policy and advisory role to raise the profile of childminders as providers of funded childcare for priority families in the six early adopting communities with both stakeholders and parents, as well as sharing how childminding settings function, what they can offer and how they can be included in models of childcare targeted at supporting families that meet the Tackling Child Poverty Criteria. This role also involves exploring the needs of families with children from 9 months onwards and working with local authorities and other agencies to ensure the inclusion of childminders in forward planning.

KEY RESPONSIBILITIES:

Building relationships with stakeholders and parents to raise awareness of childminders and their role in delivering SACC and funded childcare for younger children; ensuring the inclusion of childminders as funded childcare providers; offering support to develop processes for delivery of SACC and other funded childcare; providing low-income families with access to SACC opportunities which meet their needs. Support and direct the work of the Childminding Development Officer (SACC) and work collaboratively with all SCMA colleagues.

KEY TASKS:

- Responsible for directing work within the SACC team, ensuring a quality service is delivered in line with service proposal and national strategic priorities.
- Ensure effective partnerships are developed and maintained and participate in appropriate meetings to support effective communication and multi-disciplinary working, particularly with local authority staff and key childcare stakeholders.
- Raise awareness of childminding and provide guidance on childminding settings and their role in delivering SACC and other funded childcare with staff within the six EAC areas.
- Evaluate service delivery and make recommendations for change where appropriate.
- Provide support and guidance to the Childminding Development Officer (CDO) within the team in addition to directing their work. Provide appropriate updates to your line manager to ensure they are kept informed of service developments.
- Work with your line Manager and CDO to develop written guidance for local authorities on good practice principles underpinning the successful inclusion of childminders in the delivery of funded childcare placements.
- Distribute and test the impact of a suite of childminder-specific marketing tools designed by SCMA Marketing & Comms team.

- Support parents to understand the value of childminding SACC provision for their child/ren including use of SCMA promotional video.
- Ensure processes and procedures around quality, qualifications, and paperwork requirements are simplified encouraging childminders to engage in SACC.
- 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 CHILDMINDING DEVELOPMENT OFFICER

Essential

Education: High Standard of Education/Qualifications or ongoing Personal Development

CAREER EXPERIENCE

Essential/Desirable

- Experience of working within a family support, school-aged childcare or childcare setting or with childminders or similar
- Experience in collaborative working with local authorities
- Experience of planning and monitoring project delivery
- Experience of budget monitoring
- Experience of advocating and influencing local policy and practice

KNOWLEDGE

Essential/Desirable

- Understanding of the challenges facing the childminding workforce
- Understanding of current SACC policy and models of practice
- 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
- Solution focused
- Read and present data
- Working knowledge of ICT
- 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
- Willingness to develop skills and undertake any relevant training

PERSONAL CIRCUMSTANCE:

Ability to work flexible hours and occasionally away from home overnight.