



**EUROPE & SCOTLAND**  
European Social Fund  
Investing in a Smart, Sustainable and Inclusive Future

**Caithness Voluntary Group  
Pulteneytown Peoples Project**

**Job Description & Brief**  
**Early Years Provision and Childcare Development Officer (fixed post for 12 months)**

**Job Title:** Early Years Provision and Childcare Development Officer (FT – Wick)

**Hours:** Full Time (36 hours per week)

**Salary:** £24,000 per annum

**Reporting To:** Pulteneytown Peoples Project

**Background:**

The post is funded by the Aspiring Communities Fund. Supported by the Scottish Government and European Social Fund (ESF) the fund supports those in our most deprived and fragile communities in the Highlands and Islands areas to develop and deliver long-term local solutions that address local priorities and needs, increase active inclusion and build on the assets of local communities to reduce poverty and to enable inclusive growth.

In 2020, the Highland Council will roll out the Early Years Provision for three and four year olds, throughout the Highlands. In 2019, the provision will roll out in some areas in the Highlands and Wick meets the criteria of being a priority area.

PPP currently provides a childcare service for 0 – 12 years that is a ‘pay as you go’ service with over 100 children registered with the service. Some children attend daily, some are adhoc. Children’s age is varied therefore a varied programme of activities to meet and challenge the development skills of children is provided. It also provides sessions open to the wider public to encourage health, child development, and parent/child development. The concept is to develop our existing service to provide Government funded Early Years provision for 3 – 4 year olds, while still providing an element of ad hoc and daily childcare. This will provide a more sustainable long-term childcare provision in the heart of the community.

PPP has SQA approval to deliver SVQ in Social Services Children and Young People, and holds MA contracts with SDS. We want to explore the opportunities to develop a ‘training unit’ within our setting. Providing 6 MA placements per annum in a work based setting in the heart of the community for 16 – 25 year olds.

The Early Years Provision and Childcare Development Officer will be responsible for eight key areas:

- Participate in discussions with the Early Years Development Team and develop our current childcare provision to provide up to 40 childcare places beginning in 2019.
- Develop our current staff, and build up the team by recruiting, training and supporting staff to deliver a high quality service in the community.
- Develop appropriate policies and procedures for the service delivery of Early Years provision, in line with Health and Safety, Care Inspectorate, and HMIE legal requirements.
- Develop in line with CEO a budget forecast for the initial 3 years of Early Years provision, to ensure sustainability can be accomplished through clear targets and outcomes.
- Oversee the minor refurbishment project that will be required to increase floor space and garden ground within the childcare space and recruitment of new staff.

- Working alongside the Services Manager, explore potential of providing MA placements, and an impact assessment and budget for directors.
- Marketing of the Early Years Provision through networking, attending events, developing leaflets and through social media.
- Report to Directors and CEO on progress in achieving outcomes within the timescales.

This is a challenging and exciting roll for the right candidate. They will be joining an established and knowledgeable team who want to develop Early Years provision within Wick, but have the key responsibility to develop our Early Years provision. They will have the challenge of taking our current childcare provision for 0 – 12 and develop within this provision for up to 40 Early Years placements, while the staff continue to run the current provision.

The Candidate should have a background in the Early Years setting and an associated qualification or Degree and at least 4 years' experience in an Early Years setting, with two at a senior role. They will be familiar with Pre-Birth to Three, Building the Ambition and/or Curriculum of Excellence and the requirements of an organisation providing Early Years provision, and have the ability to develop our Early Years provision accordingly.

They should have experience in working with other professionals in relation to Childs Plans, risk assessments and additional support. They should also be familiar with the HGIOELC Document and experience and capacity to link that to our service provision.

They will have excellent communication and IT skills, and be highly organised and motivated. They will be required to work using both their own initiative but also listening to our existing team and taking them on the journey.

Working in an area of deprivation and lack of opportunities, means many of our parents will face barriers getting their children to Early Years. The right candidate will have empathy and understanding and support and encourage local parents to manage these barriers. This can be getting into a routine, transport, confidence issues, and understanding the value of Early Years provision. The candidate would be expected to communicate at various levels of understanding, and promote equality and diversity within the service.

Candidate will require to have SSSC registration, appropriate PVG, Driving Licence and access to a car when required.

Please submit a CV to [recruitment@pppwick.org.uk](mailto:recruitment@pppwick.org.uk) before Monday 19<sup>th</sup> November at Noon.

Confidential and informal discussion contact Lynn Bain on 01955608530