



EARLY YEARS ALLIANCE  
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

**JOB DESCRIPTION**

**JOB TITLE:** EARLY YEARS OFFICER – COMMUNICATION AND WORKFORCE DEVELOPMENT

**BASED:** SOUTHEND ON SEA CIVIC CENTRE

**DEPARTMENT:** EAST ANGLIA SERVICE HUB

**RESPONSIBLE TO:** SENIOR EARLY YEARS OFFICER

**RESPONSIBLE FOR:** NONE

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**JOB PURPOSE:** To provide advice and support to all early years and childcare providers to provide a high quality of practice for all children within Southend. To play a key role in the communication and workforce development function of the service and be the first point of contact for provider for advice and support. To contribute to the successful delivery of the service level agreement and the charities strategic plan.

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**SAFEGUARDING REQUIREMENT:**

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

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**MAIN DUTIES:**

1. To visit settings and provide visit notes, reports and statistical information as directed by the Senior Early Years Officer
2. To offer advice and support regarding high quality childcare and self-reflection
3. To assist with Ofsted regulation requirements and attend Ofsted inspection feedbacks
4. To provide business planning support for new provision or providers planning to adapt or expand



5. To support with the completion of audits as required
6. To offer advice and support on policy and procedure's including safeguarding, equality and diversity
7. To manage and monitor workforce training, including qualifications and links with local colleges
8. To maintain a voluntary registered and unregistered database of providers
9. To maintain Southend Learning Network and early years resource page including provider job adverts
10. To administer and monitor budgets as directed
11. To maintain and update web site on behalf of the service
12. To manage communication to parents, partners, internal and external partners on behalf of the service
13. To plan, promote and administrate provider evenings and conferences as directed
14. To maintain up to date information required for signposting parents and provider
15. To collate and maintain statistical information and other records as required
16. To attend meetings and produce reports and information as requested
17. Any other reasonable duties as directed by your line manager

**EQUALITIES:**

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. S/he must have an understanding of and commitment to equality of opportunity and anti- racism issues.

**POLICIES AND PROCEDURES:**

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

*This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.*

## **PERSON SPECIFICATION:**

### **Essential Criteria**

1. Relevant level 3 qualification or above
2. A sound understanding of the Early Years and Childcare Sector and the current challenges within the sector
3. Knowledge and experience of child development and the EYFS
4. A successful track record of providing advice and support to providers
5. Knowledge and experience of the Ofsted inspection requirements
6. A sound understanding and commitment to safeguarding, equality and diversity and how this is applied within a childcare setting
7. Proven communication skills, able to influence and communicate effectively to providers, parents, internal and external partners
8. Well-developed IT skills which include web sites management and the ability to implement systems
9. Proven experience of writing and presenting high quality written and statistical reports
10. A sound understanding of the relevant budgets within Early Years and Childcare Service
11. Up to date knowledge regarding workforce development opportunities, funding and relevant qualifications within the designated area.
12. Proven experience of planning, coordinating and managing events within a set budget
13. Ability to work using own initiative and as part of a team, to meet deadlines as required
14. Able to travel within a designated area and attend occasional evening and weekend meetings

### **Desirable Criteria**



1. Working knowledge of the Early Years Alliance
2. Experience of voluntary committees

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**TERMS & CONDITIONS:**

**Salary**            **£22,120.80 p.a.**  
                          **30 hours / 52 weeks**  
**Allowances**    **35p a mile**

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

**Pension:** The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

<b>Date effective</b>	<b>Employer minimum contribution</b>	<b>Employee minimum contribution</b>	<b>Total minimum contribution</b>
6 April 2018 to 5 April 2019	2%	3%	5%
6 April 2019 onwards	3%	5%	8%

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**JOB DESCRIPTION SIGN OFF**

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: