



**EARLY YEARS ALLIANCE**  
50 Featherstone Street, London EC1Y 8RT  
Registered as an educational charity

### **JOB DESCRIPTION**

**JOB TITLE:** EARLY YEARS DEVELOPMENT OFFICER

**BASED:** Home based

**RESPONSIBLE TO:** BUSINESS MANAGER

**RESPONSIBLE FOR** NONE

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#### **JOB PURPOSE:**

To develop and provide services across the country to include but not limited to training, business support services for members and non-members and high-quality early learn services for children and families. To develop services to meet income generation targets as outlined as directed by the Business Development Directorate.

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#### **SAFEGUARDING REQUIREMENT:**

The 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 develop, coordinate and undertake the delivery of high-quality training for Early Years Settings, through face to face and virtual delivery platforms.
2. To promote and support the growth and retention of membership and insurance to the early years sector.
3. To develop resources to support high quality practice in the early years sector
4. To lead network sessions that are provided to the early years sector
5. To support and attend internal and external in person events
6. To support the Business Development Directorate with the income generation strategy, which will include assisting with funding applications
7. To support the ongoing development and delivery of all promotional and campaigning activities throughout Business Development as directed.
8. To ensure knowledge is up to date in relation to any changes that affect the early years sector
9. To develop relationships with local partnerships such as, local authorities, education, health departments and other voluntary agencies

10. To work flexibly to enable the service to be responsive to the developing needs of the service users across the full week – at times this will include some evenings and weekends.
11. To ensure the collation of data, management and performance information in line with agreed systems and processes and produce clear reports demonstrating impact as required
12. To provide a high-quality standard of delivery in line with Alliances policies and procedures and quality processes.

## **GENERAL DUTIES**

1. To attend meetings as directed.
2. To travel and deliver services across the country
3. To attend in service training and participate in supervisory meetings.
4. Any other reasonable duties in line with the Business Development and the national strategic plan.

## **POLICIES AND PROCEDURES:**

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

## **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. They must have an understanding of and commitment to equality of opportunity and anti-racism issues.

*This job description is not an exhaustive list of duties, and the post holder 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.*

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## **PERSON SPECIFICATION:**

### **Essential Criteria**

1. Possess a NVQ 3 in childcare or equivalent as a minimum.
2. A recognised adult teaching qualification e.g. PTTLS, City and Guilds 7307, Cert Ed, PGCE. *(internal candidates only: must be achieved within 12 months of commencement of post)*
3. Demonstrate excellent presentation and teaching skills using online delivery platforms and in person.
4. To hold a full, clean and current driving licence and have access to a vehicle during working time
5. Have proven experience of working in a senior role within the early years sector.

6. Have experience of working and supporting children and families with SEND.
7. Demonstrate an excellent understanding of the early year's field, including up-to-date knowledge and understanding of government childcare strategies and relevant legislation affecting early years.
8. Demonstrate significant experience of working with children and or families in a toddler groups, drop-in sessions, crèche, family learning session, nursery, pre-school or other relevant early years setting.
9. Demonstrate an excellent understanding of safeguarding issues relating to children, young people and their families, and a level 3 safeguarding qualification as a minimum.
10. Demonstrate good interpersonal and communication skills, excellent standards of literacy and numeracy, including an ability to speak effectively and clearly to a wide range of groups.
11. Possess excellent IT skills, using Microsoft package programmes, project management and reporting systems, internet, email etc. with confidence.
12. Demonstrate an ability to be organised, methodical and able to work independently on own initiative with minimal supervision using efficient working practices.
13. Ability to travel to delivery sites across England.
14. Commitment to Early Years Alliance aims and strategic objectives.
15. Able to demonstrate an understanding and commitment to equal opportunities, inclusion and diversity.

**Desirable criteria:**

1. Possess a level 4 or equivalent childcare qualification.
2. Assessor A1 qualification or equivalent
3. Knowledge or experience of the Early Years Alliance.
4. Experienced in supporting applying for funding to external agencies, including negotiating and securing funding contracts.
5. Experience of Microsoft D365 Customer Relationship Management system
6. Demonstrate an understanding of different management business models within the early years sector

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**TERMS & CONDITIONS:**

**Grade:** 4A

**Salary Range:** £33,217 - £36,853 per annum

**Allowance:** Essential Car User's £748 per annum

**Hours:** 35 hours

**Annual Leave:** 25 days + bank holidays



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. You can also choose to give more than the minimum amount should you wish.

| Date effective       | Employer minimum contribution | Employee minimum contribution | Total minimum contribution |
|----------------------|-------------------------------|-------------------------------|----------------------------|
| 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: