



Job Description

Out of School Care Project Co-ordinator

Reporting to: MICT Deputy General Manager

Background

Over the last 5 years we have engaged directly with local families and our Local Authority to complete a detailed assessment of islanders' childcare needs. Following a parents' workshop in November 2019, the majority there agreed that one of the easier and also most impactful ways to address the lack of childcare is to provide regular and reliable out of school care (holiday, breakfast and after school clubs and home based childcare services).

We now have the opportunity, through a 12 month trial funded by the Scottish Government, to develop a model for rural out of school care with a focus on the outdoors, which can be replicated across Mull and Iona and in other rural areas.

We would ideally like to be able to offer some out of school care options during summer 2021, through holiday club provision using local groups and/or working in partnership with Care Inspectorate registered group(s) based on the mainland, assisted by play leaders employed as part of the trial. Breakfast and after school provision to be introduced from August 2021 onwards. The need for weekend and evening childcare and carers working at those times to be explored, through a possible Saturday holiday club and home based childcare service.

Purpose of the role

To develop, design, implement and lead a small team to deliver a 12 month rural out of school care trial, which will provide a replicable model to provide accessible childcare options in other island or rural areas.

The initial 3 month development stage of this trial requires someone with self motivation and experience of problem solving to bring together the geographical needs, ideas and childcare requirements to provide meaningful out of school care for families in a rural area.

Main Duties and Responsibilities

During the initial 3 month development stage:

- With support from the Project Steering Group, identify the demand for out of school care on Mull and Iona
- Design and implement a programme of out of school care options to meet the demand identified, including identifying and entering into agreements for use of suitable locations, setting up policies, procedures and health and safety assessments and reviews
- To form partnerships with relevant organisations and groups to help deliver the trial objectives, and agree terms
- Promote the out of school care trial
- Ensure compliance and registration with regulatory bodies as required prior to providing out of school care

Thereafter:

- To be responsible for the health and safety of each location, day to day co-ordination of out of school care, to include supervision of staff, organisation and smooth running of the trial (including but not limited to holiday clubs, breakfast and after school clubs, home based childcare)

- To be responsible at all times for high standards of childcare, and health and safety at out of school care settings
- To ensure all trial staff (including partnership organisations and local groups) understand and respect confidentiality in line with regulatory requirements
- To ensure children, families and staff are involved in the planning of the activities available as part of the trial
- To ensure effective communication between the trial staff and all parents/guardians
- To source and purchase resources within an agreed budget and ensure maintenance and cleaning of equipment and resources
- To keep a register and up to date records of all children using the provision, and aid collection of attendance fees
- To be responsible for line-management of trial staff, training and development, (including support, supervision and appraisal of staff) liaising with MICT Deputy General Manager as appropriate
- To regularly review the take up of out of school care options, and develop monitoring and evaluation of the trial
- To take part in regular communications with the Out of School Care and Women in Agricultural policy teams at Scottish Government to shape and improve the trial
- To work towards a Care Inspectorate registration, with a view to MICT being able to continue to provide out of school care beyond the trial period
- Provide regular reporting to the MICT board and Project Steering Group

TERMS OF EMPLOYMENT

Salary Range:	Grade 6: range £25,219 - £26,796 pro rata, subject to experience
Hours of Work:	37.5 hours per week – this role is suitable for job share, therefore applications for part time working are also welcomed
Annual Leave:	33 days per year, pro rata, including public and local holidays, You may be required to take some or all annual leave at set times
Contract Period:	Up to 12 months, depending on agreed start date, ending 31 st March 2022. This initial period may be extended, if suitable funding can be secured.
Pension:	A Company Pension Scheme is place with a 6% monthly contribution from the Mull and Iona Community Trust.
Nature of Work:	Some evening and weekend working may be required. Over time is not a feature of this role therefore time off in lieu is given. No more than 12 hours of TOIL should be accrued for use 'en bloc'.
Place of Work:	An Roth Community Enterprise Centre, although some home working may be required initially in line with current restrictions due to Covid 19. Due to the nature of the role, you will also be required to travel to out of school care locations across the island, which may include spending time within forest settings. If your own vehicle is used, mileage will be re-imbursed at 40p per mile.

Job Title : Out of School Care Project Co-ordinator		Employer : Mull and Iona Community Trust
Key Criteria	Essential	Desirable
Qualifications, Training and Professional Registration	<ul style="list-style-type: none"> ◆ Relevant teaching or childcare qualification ◆ Current Scottish Social Services Council Registration, or be willing to register ◆ PVG membership in relation to working with children, or be willing to obtain ◆ Evidence of commitment to Career Long Professional Learning ◆ Driving License 	<ul style="list-style-type: none"> ◆ Current First Aid at Work Certification ◆ Project management experience ◆ Knowledge of Forest Schools
Work Experience	<ul style="list-style-type: none"> ◆ At least 3 years play leading or similar relevant experience ◆ Experience of participating in ongoing self-evaluation and continuous improvement of the service ◆ Experience as a supervisor, team leader, or other leadership experience 	<ul style="list-style-type: none"> ◆ Experience of leading initiatives/developments ◆ Experience of working with other agencies ◆ Experience of leading an aspect of ongoing self-evaluation and continuous improvement of the service
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> ◆ Flexible and positive attitude to work ◆ Experience of managing resources to ensure a high quality and efficient service ◆ Sound working knowledge of the Care Inspectorate ◆ Commitment to delivering an excellent service and ensuring continuous improvement ◆ Understanding of health and safety in a childcare setting ◆ Written and numerical analytical skills ◆ Excellent interpersonal skills with the ability to communicate effectively at all levels and promote positive relationships ◆ Ability to support, lead and motivate the staff team to deliver high quality practice ◆ Proven skills in planning and organisation 	<ul style="list-style-type: none"> ◆ Able to provide evidence of formal report writing and partnership working with various agencies ◆ Experience of development, implementation and policy review.
Technical Skills	<ul style="list-style-type: none"> ◆ Computer competence (Word, Excel, Web, Email) 	
Job Circumstances	<ul style="list-style-type: none"> ◆ Strong motivation and enthusiasm for the post and the role ◆ Knowledge of out of school care options and the issues facing working parents in rural areas 	