

SOSCN, 4th Floor, 41 St Vincent Place, Glasgow G1 2ER

Development and Support Officer; 35 hours per week (21hrs dedicated to supporting Glasgow City Council registered services; 14hrs dedicated to supporting School Age Childcare (SACC) on a national level); generous employer pension contribution; 25 days annual leave + 13 public holidays.
Salary range £28, 615.70 - £30,795.57 (the successful candidate would start of the entry level)

This is a new post within the Scottish Out of School Care Network (SOSCN), the national charitable organisation supporting SACC in Scotland. The primary aim of the post is to support development and quality of service and sustainability in the SACC sector through the development and delivery of support and resources which improve practice in SACC services, and ultimately lead to better outcomes and experiences for children and young people. This is an exciting opportunity as the successful candidate will have the opportunity to shape and develop the role. The post is funded to end August 2027, with extension beyond that period dependent on income generation and future grant funding.

This post will require occasional evening and weekend work, and travel across Scotland.
The post is line-managed by the Chief Executive Officer.

Duties

- Deliver universal and direct support to settings, both remotely and in-person, based on requests and identified needs.
- Conduct annual Health Check audits and visits for Glasgow SACC, analysing findings and developing individual action plans for settings, as well as facilitating follow-up meetings to support improvement.
- Organise and attend termly in-person meetings for all members.
- Share local and national information to support member settings.
- Work collaboratively with Glasgow City Council colleagues, as well as attending provider updates and forum meetings, quality improvement support and collaborative SOSCN and Glasgow City Council meetings.
- Attend other childcare forum meetings as directed.
- Support voluntary committee governance through advice, training and practical guidance, as well as assisting with recruitment activity, including job adverts, interview questions, and professional advice at interviews.
- Support the development of SOSCN membership policies and resources as directed.
- Develop practical resources e.g., policies and procedures, guidance, toolkits, etc, which can be purchased from SOSCN.
- Support paid-for in-person training sessions.
- Support paid-for online training sessions with support from SOSCN staff.
- Provide practice support to SACC services.
- Support delivery of SOSCN's events in person and on-line.
- Collate practice content for SOSCN newsletters, website and social media.
- Conduct monitoring and evaluation required, as well as other duties agreed with line manager.

Essential

- Experience of working at a promoted level in childcare.

- As a minimum, qualified to SVQ Level 4 in a relevant professional qualification in Childcare, community development or related field.
- Working knowledge and experience of implementing into practice UNCRC, GIRFEC/SHANARRI and Playwork Principles.
- Ability to understand and then turn guidance, regulation, and legislation into practice.
- Excellent written and verbal communication skills.
- Effective communicator.
- Ability to set own targets and goals, and work to deadlines.
- Ability and willingness to work in a small staff team.
- Full driving licence and access to transport.

Desirable

- Experience of supporting and delivering training sessions.
- Recent experience of working at a promoted level in SACC.
- Hold a relevant professional qualification in Leadership.