



Early Years Wales is a national charity and membership organisation that promotes and supports bilingual pre-school care, education and learning through play throughout Wales.

We help to ensure there are sufficient play opportunities for pre-school children that are child-focused and help to promote children's personal and social development.

## JOB DESCRIPTION

<b>Job Title:</b>	Regional Office Administrator (fixed term contract depending on funding)
<b>Reporting to:</b>	Head of Membership & LA Contracts
<b>Line management of:</b>	N/A
<b>Based at:</b>	St Asaph
<b>Hours:</b>	14 hrs per week
<b>Salary:</b>	£21,840 per annum rising to £22,932 (FTE) on completion of a satisfactory probationary period
<b>Benefits:</b>	23 days holiday per annum plus bank holidays, increasing on length of service. Contribution to company pension.

<b>Purpose of Role:</b>	To act as a key member of the North Wales team providing administration support to develop and support quality childcare, education and play providers.
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<b>MAIN DUTIES:</b>	<ul style="list-style-type: none"> <li>• Provide office-based administration and central support to the team and members via telephone/text/email/Teams, by providing guidance on:           <ul style="list-style-type: none"> <li>• Business planning, accountability and sustainability</li> <li>• Legal requirements of running a childcare business, including sharing information in relation to charity law, employment law, national living/minimum wage, safeguarding, health and safety, governance, CIW requirements, data protection</li> <li>• Improving the delivery of a high-quality practice through information sharing and promotion of operational initiatives such as UNCRC, Workforce Development, Health and Wellbeing, Quality for All</li> </ul> </li> <li>• Signpost members to additional resources as required, including referral to the local Development Worker (where there is a funded resource in the area) or Local Authority Support</li> <li>• Maintain an up-to-date and accurate log of guidance given</li> </ul>
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	<ul style="list-style-type: none"> <li>• Liaise with Line Manager to arrange and promote networking events for members e.g. regional forums and surgeries</li> <li>• Maintain up to date knowledge and working best practice of CIW requirements</li> <li>• Contribute to Early Years Wales's response on consultations as required</li> <li>• Contribute to the development of publications and resources, liaising with line Manager as required, and passing information on to the Task and Finish group to disseminate</li> </ul>
<b>PROJECT MANAGEMENT:</b>	<ul style="list-style-type: none"> <li>• Provide administrative support to ensure processes are created, embedded and adhered to</li> <li>• Identify improvements in processes and implement as required</li> <li>• Ensure deadlines / timetables are adhered to</li> </ul>
<b>STAKEHOLDER MANAGEMENT / STRATEGY:</b>	<ul style="list-style-type: none"> <li>• Deputise at Local Authority childcare meetings or other stakeholder meetings as required by the Manager, prepare a summary of each meeting and submit to the manager for review and circulation</li> <li>• Identify opportunities for collaborative working / partnerships and refer to Manager to develop</li> </ul>
<b>TENDERS / BIDS:</b>	<p><b>If there is no development worker in a specific region:</b></p> <ul style="list-style-type: none"> <li>• Identify tender and bid opportunities and pass on to Manager to follow up</li> <li>• Provide input into tender and bid submissions as required by the Line Manager</li> </ul>
<b>MARKETING / PR:</b>	<ul style="list-style-type: none"> <li>• Promote aims and principles of Early Years Wales wherever possible by: <ul style="list-style-type: none"> <li>• Verbal means</li> <li>• Attendance at local networking events</li> <li>• Take part in promotional activities / events</li> </ul> </li> <li>• Feedback compliments and complaints and suggestions to line manager</li> </ul>
<b>PERSONAL DEVELOPMENT:</b>	<ul style="list-style-type: none"> <li>• Keep aware of developments and best practice in your field of expertise</li> <li>• Take responsibility for your own personal development by raising ideas, suggestions and opportunities with your line Manager at any time</li> <li>• Maintain a personal CPD log</li> </ul>
<b>HR:</b>	<ul style="list-style-type: none"> <li>• No requirement</li> </ul>
<b>BUDGET</b>	<ul style="list-style-type: none"> <li>• Complete monthly hours sheet and reports</li> </ul>



<b>MANAGEMENT:</b>	
<b>MEMBERSHIP:</b>	<ul style="list-style-type: none"> <li>• Ensure boundaries between members and non-members are retained when giving advice/support</li> <li>• Ensure that any issues that need dissemination to members are passed to the Marketing &amp; Communications department</li> <li>• For lapsed members, aim to understand why membership has lapsed and identify ways to re-engage with them</li> <li>• Pass all enquiries about membership to the Membership Administrator</li> <li>• Promote the benefits of membership to members and non-members including all childcare providers</li> </ul>

## PERSON SPECIFICATION

<b>EXPERIENCE:</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Strong skills in office management and business administration</li> <li>• Experience in organising forums, coordinating meetings and maintaining records</li> <li>• Experience of collating data and information</li> <li>• Experience of working with other agencies</li> <li>• Proficient in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Recent experience of working or volunteering in the early years and childcare &amp; play sector</li> <li>• Ability to work on own initiative and as part of a team</li> <li>• Knowledge of CIW and all relevant government initiatives</li> <li>• Experience of running or supporting a childcare business</li> <li>• Experience of working or volunteering in local community projects</li> <li>• Ability to speak Welsh to level 3 (WJEC Framework)</li> </ul>
<b>QUALIFICATIONS:</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the early years childcare sector</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Qualifications in administration, charity sector work, personnel or childcare</li> <li>• CCPLD Level 3, Playwork qualification or childminder qualification</li> </ul>



# Early Years Wales Blynyddoedd Cynnar Cymru

<b>SKILLS:</b>	<ul style="list-style-type: none"><li>• Ability to communicate orally and in writing with people from a wide variety of backgrounds</li><li>• Accurate numeracy skills</li><li>• Strong attention to detail, process driven</li><li>• Reliability</li><li>• Flexible approach</li><li>• Ability to work alone and as part of a team</li><li>• Strong IT skills, especially Microsoft Office/Excel/Word</li><li>• Knowledge of the work of Early Years Wales</li></ul>
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