

Job Description

JOB TITLE:	Early Education and Childcare Sector Coordinator
GRADE:	Grade I
POST NUMBER:	
DIRECTORATE:	Children Services Education
SERVICE:	Early Education and Childcare Service
RESPONSIBLE TO:	Head of Early Education and Childcare
RESPONSIBLE FOR:	n/a
	Enhanced check required This post is not politically restricted Travel allowance: Yes Essential travel arrangements: No Hybrid working
JOB SUMMARY:	To provide high quality, responsive and professional service within the Early Education and Childcare service facilitating effective delivery of the council's statutory duties. This includes working with colleagues to: • Ensure families are aware of the early education and childcare offer for all parents/carers wishing to take this up by coordinating and supporting the marketing strategy • Provide information and advice to early education and childcare providers • Coordinate a comprehensive sector led continuous workforce development programme for professional growth resulting in better outcomes for children • Work in partnership with the sector and stakeholders to ensure services are as integrated as possible • Be up to date on initiatives and project work being undertaken by the service and support project/program co-coordinators to ensure timely delivery
ROLE REQUIREMENTS:	
1.	Support the team in their delivery of strategic and statutory duties by being the named point of contact for the sector and partner stakeholders. This includes managing the service email inbox and

	phone line, cascading information, maintain records, financial transactions, input of data on to council IT systems and coordinate and support meetings, panels, events and visits.
2.	Coordinate a high-quality Workforce (CPD) Development programme ensuring a self-sustaining and income generation model is achieved and maintained.
3.	Coordinate and support the marketing and communication strategy in Tower Hamlets with the aim of increasing the uptake of early education and childcare across the borough.
4.	Support and work in partnership with the team with regard to the inclusion funding, grants, other funding streams and short-term initiatives.
5.	To undertake any such additional duties that are reasonably commensurate with the level of this post
CORPORATE RESPONSIBILITIES	
6.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
7.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
8.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
9.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
10.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
PEOPLE	
11.	Work closely with colleagues, providers and partner stakeholders supporting the delivery of a collaborative service and work in partnership with the sector ensuring their needs are met.
12.	Coordinate the sector support information function. This includes developing and maintaining the newsletter, website, social media and sector specific support material.
13.	To engage with all stakeholders raising the profile of the Early Education and Childcare service and sector.

SERVICE	
14.	Be a true team player with a great focus on wellbeing and working in a nurturing collaborative manner.
15.	Acting on own initiative and work with colleagues to help maintain the smooth running of the service.
16.	To work within the councils' safeguarding policies and practices, to identify safeguarding concerns, to make a judgement, take action and escalate accordingly.
17.	To identify initiatives that promote the service and the sector such as; opportunities for new partnerships with community organisations with the aim of increasing the awareness and profile of the Early Education and Childcare service and sector.
18.	Ensure that duties are undertaken with due regard and compliance with the Children' Act 1006 (2014), Ofsted, DfE Guidance, EYNFF, EYFS, GDPR, Data Protection Act and other legislation deemed relevant.
19.	Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and other relevant Health and Safety legislation.
PERFORMANCE	
20.	Maintain personal and professional development to meet the changing demands of the job by actively participating in meetings, 'My Annual Review' scheme and service improvement transformation cycle.
21.	Ensure own professional development by actively seeking new learning opportunities and attend identified training with the aim of improving the service. This will include cascading training to colleagues and stakeholders. Undertake any mandatory training as required to contribute to corporate priorities.
22.	Be a reflective and active team member ensuring the adherence to the 'Assess, Plan, Review Cycle' and allow for change.
23.	Ensure that all duties and responsibilities are discharged in accordance with the Council's policies and procedures, Code of Conduct and relevant regulations and legislation.
24.	To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

Person Specification

Person Specification for the Post of: Early Education and Childcare Sector Coordinator		Essential (E)	Method of Assessment A= Application T= Test I= Interview
Knowledge	Up to date knowledge and significant understanding of the early years' arena, statutory and strategic duties and relevant legislation relating to our statutory duties.	E	A, I
	Knowledge and commitment to improving outcomes for our youngest residents and be passionate about early years.	E	A, I
	Ability to demonstrate knowledge and commitment to the provision of high-quality support service.	E	A, I
	Excellent IT literacy skills, knowledge and expertise of using computers on a business network running Microsoft 365 packages, IT systems such as: Synergy, virtual, social media, survey platforms.	E	A, I, T
Qualifications & Experience	Level 3 qualification in administration/project management or relevant professional experience.	E	A
	Experience working within the Early Education and Childcare arena.	E	A
	Evidence of ability and experience working within a team environment, demonstrating tact and diplomacy with other members of staff, stakeholders and service users.	E	A, I
	Excellent organisational and time management skills.	E	A, I
	Highly effective written and oral communication skills and ability to follow written and verbal instructions and agreed processes, to set standards and timescales.	E	A, I

	Ability to work quickly and accurately under pressure whilst ensuring excellent attention to detail. Experience of effective communication, negotiation and dealing with challenging situations skills with a range of audiences, including early education and childcare settings, parent/carers. Experience in developing effective partnerships within the Council, with the sector and stakeholders. Extensive experience of a wide range of communication tools and media channels. Experience of working to own initiative, to identify work priorities and manage workload to meet deadlines. Experience of analysing, interrogating and interpreting multiple sources of data to identify service needs. Ability to bring creative solutions to problems. Committed to own learning and development.	E E E E E E E E	A, I A, I A, I A, I A, I A, I A, I A, I
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets.	Building relationships: Takes steps to get to know people within in the team and to build positive relationships with them. Seeks opportunities to build positive relationships with people from other teams and partners. Takes action to improve team culture and improves relationships across the council and with partners to achieve the best outcomes.	E	A, I
We are OPEN and transparent	Communicating clearly: Shares relevant information, in a way, that is easy to understand. Checks that they are understood by others and explains	E	A, I

	jargon where needed. Thinks about the people they communicate with and adjusts their style accordingly.		
We are WILLING to challenge, innovate and be accountable	Being accountable: Takes accountability for delivering own work and contributing to that of team. Takes accountability for delivering own work, setting challenging goals for self. Takes accountability for delivering clear goals and targets, whilst setting high standards, for self and others.	E	A
We empower each other to be EXCELLENT and go the extra mile	Having purpose and personal motivation: Understands how objectives contribute to the overall purpose of the council and is positive about the future. Understands the organisations direction of travel and actively supports that in their work and interactions. Delivers to clear objectives, expectations and roles to motivate their team towards delivering the vision, as well as inspiring their team to achieve their best.	E	A, I
We RESPECT all communities; they are the heart of everything we do	Respecting diversity and being inclusive: Is polite, helpful and inclusive towards people from our diverse community. Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service. Ensures that they and others value the diversity of all people they work with and takes this into account in developing the service.	E	I
Additional Requirements	To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible. To be willing, and able, to work and travel around and outside the borough to meet the demands of the role. To comply with the requirement to carry out a DBS check on this role.	E E E	I I A