



Early Years Scotland **Board Recruitment Pack**



Early Years Scotland is committed to providing the very best start in life for each and every child in Scotland and is committed to diversifying our Board of Directors and our EYS staff team.

We are Scotland's principal national organisation that is dedicated to, and has a strong specialism in, the early years of babies and young children's lives, from pre-birth to 5. We have high expectations of, and aspirations for, each and every child, believing them to be naturally curious and creative, as well as extremely competent, capable thinkers and learners.

Our services aim to strengthen and improve confidence, attachment, transitions, interactions, shared learning, the home learning environment, and attainment.

All of our early years staff, from the practitioners working directly with families, to the Service Managers who plan and manage our services, and our senior leaders overseeing the strategic direction of the organisation, are fully qualified early years professionals with a strong track record in early learning and childcare (ELC) policy and practice.

Our key responsibility is to listen to and take account of the views, preferences and needs of children and their families. We work closely with children, parents, carers and the workforce, to support them to remove the barriers of inequality, so that children are loved, nurtured, ambitious, have a fair start and grow to realise both their potential and their aspirations.

Our four strands of activity

1. Working Directly with Young Children and their Families

Our range of Stay Play and Learn services offer a two generational, play-based approach. Our qualified early years practitioners encourage and engage with young children and their parents/carers to reduce the poverty related attainment gap by strengthening and improving confidence, attachments, interactions, the home learning environment, transitions, shared learning and attainment. We also work in a range of prisons across Scotland to support children affected by parental imprisonment.

Our professional staff offer these much needed services across a variety of local community settings including schools, community and church halls, nurseries, schools and prisons.

2. Membership and Support for ELC Settings, Groups, Professionals and Students

We offer a number of support services and membership benefits to assist a range of professionals who work for, and on behalf of, Scotland's youngest children. We also support parents to establish, run and improve Parent and Toddler Groups in local communities.

Early Years Scotland membership benefits include a helpline, curriculum, inspection and business support, professional learning opportunities, regular magazines and bulletins, a members' area on our website, specialist insurance and legal advice, policy templates and much more. We also offer membership to students, practitioners, parents, childminders, colleges and universities.

3. Professional Learning Academy

In order to respond to requests from the workforce for high quality Early Learning and Childcare professional learning, we offer diverse opportunities to support the

commitment to the continuous professional learning expressed in the National Standard. Quality remains at the heart of provision for our youngest children and Early Years Scotland delivers a range of learning opportunities for providers of Early Learning and Childcare, colleges, universities, local authorities and a range of partners, including parents.

Early Years Scotland has invested in establishing an expert dedicated professional learning team who design, develop, and deliver affordable, accessible, relevant high quality professional learning opportunities. Our Online Learning Platform, made possible through funding from William Grant Foundation, provides high quality learning opportunities for all those invested in high quality experiences for our youngest children whilst reducing geographical barriers. Opportunities created by a need to offer professional learning virtually during the COVID-19 pandemic will be developed and will support the creation of national collaborative learning communities.

4. Policy, Practice and Legislation: Advice and Advocacy

We are committed to ensuring that we remain connected and fully engaged with developments, initiatives and debates on matters relating to young children across the country.

As Early Years Scotland is a membership and service-delivery organisation, we have a responsibility to ensure that our children and members' voices are represented at local and national level. A significant strand of our work therefore lies in informing, influencing, supporting and challenging early years legislation, policy and practice, to ensure Scotland's children have the best start in life.



As the recently appointed chairperson of the Board of Directors, I really welcome your interest in Early Years Scotland. Thank you for considering joining as a member of the Board of Directors.

Every member of staff at Early Years Scotland works tirelessly to deliver a wide range of well-received services for our members. The Board of Directors are enormously proud of the effective support that the Early Years Scotland staff provide for children, families, and for the workforce who work alongside them. It is only by listening and being responsive to all of our stakeholders that we can design our services to meet their needs.

Since I joined the Board of Directors nearly five years ago, I can genuinely say I am honoured to be part of an organisation that values children and their families so highly.

These are exceptional times, and we are looking for people to join us to help us in our quest to improve the lives of Scotland's children. Our focus on promoting equality is crucial as we strive for more of our children and families to benefit from high quality early childhood experiences and provision.

We are seeking to increase the number of directors on the Early Years Scotland Board. My fellow directors are committed to increasing the diversity of our Board. Scotland is a diverse country and so we would encourage applicants that represent the broad and diverse cultures that exist in our communities.

As a Board, we have much to offer, but we also have much to learn, and so together we can build a stronger and more inclusive Board of Directors.

The accompanying recruitment pack hopefully contains all the information you require, if not then please do get in touch. We look forward to hearing from you.

Marion Burns
Chairperson of the Board of Directors



Welcome to Early Years Scotland, and thank you for your interest in joining our Board of Directors.

I became Chief Executive of Early Years Scotland on the 1st of

March 2020, a few weeks before the first of the national lockdowns commenced. Suffice to say the past year has been a time of real challenge for the sector but with this comes the opportunity for creative thinking and innovative responses.

As a leading specialist third sector organisation, Early Years Scotland relies on the wealth of expertise and experience of its Board to offer strategic guidance and direction to support our aims and objectives. We are keen at Early Years Scotland to celebrate the difference and meaningful impact a genuinely diverse Board can bring to our dedicated organisation. Board diversity and what we do, where we do it and how we do it is important to me as is ensuring that we look at equality and inclusion in the broadest sense possible.

Whether social or professional diversity, we are committed to ensuring that we develop and evolve as an Organisation. Early Years Scotland invests time in its people whether this be staff, Board members and fellow volunteers and the settings we represent. We are so fortunate here at Early Years Scotland to have the commitment of a very dedicated and supportive Board to date. Building on this foundation with a wider group of Trustees, each bringing something different and contributing to the organisation with new ideas, ways of thinking, and challenge, is exactly what we need to continue our success.

Thank you very much for your interest in joining us, and I hope you enjoy learning more about our work and our ambitions.

Jane Brumpton
Chief Executive

Help give Scotland's children the very best start in life

Early Years Scotland (EYS) is the national leading organisation that invests in our youngest children pre-birth to 5. We deliver and support high quality Early Learning and Childcare for children and families across Scotland and are committed to providing the very best start in life for each and every child in Scotland.

Our services aim to narrow the poverty-related attainment gap by strengthening and improving confidence, attachment, interactions, transitions, shared learning through play, and the quality of the home learning environment.

To help develop our strategic, business and fundraising plans, we are seeking to extend and diversify our Board. Therefore, we encourage applications from experienced and interested members of all communities to join our Board who share our vision, aims and objectives.

Through our commitment to improve representation in all that we do, we particularly welcome applications from all ages, Black, Asian and Minority Ethnic backgrounds, non-British nationals, lesbian, gay, bisexual, transgender, queer (or questioning), and intersex (LGBTQI+) and people with disabilities. EYS aims to support ethnically diverse families and help to build confidence in our practitioners in developing culturally responsive practices and ensuring that all families have a sense of belonging.



Our 2020 Board Skills' Audit demonstrated we have a well-rounded Board with skills across a range of areas. Early Years Scotland therefore welcomes all interested applicants, and we are particularly keen to welcome new Trustees who can share skills and experience in one or more areas, including:

- Experience of anti-racist practice in early years and beyond
- Those in a Practitioner role
- Those who have direct experience of poverty-related issues that affect children
- Third Sector/voluntary sector experience
- Perinatal and infant health
- Digital marketing skills
- Human Resources
- Fundraising/Income Generation
- Parents of early years aged children
- Risk management

The EYS Board has a clear, agreed and effective approach to supporting equality, diversity and inclusion throughout the organisation and in its own practice. This approach supports good governance and the delivery of the organisation's charitable purposes.

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The role of the EYS Board of Directors is:

- To ensure the effective governance of the organisation
- To set the framework within which the organisation will operate
- To determine strategic policy and directions
- To generally control and supervise the activities of the organisation.

Board Responsibilities

Ensuring that the work of the organisation:

- Provides vision and leadership
- Is consistent with the aims and objects
- Is compliant with Charity and Company Law
- Is accountable to members, funders and the general public
- Ensures adequate levels of resources
- Employs staff
- Oversees policy direction
- Sets standards
- Maintains confidentiality
- Maintains the organisation's standing and reputation
- Represents the organisation as appropriate
- Ensures effective communication systems are in place
- Oversees financial matters.

Board Commitment

The Board meet on average four times per year. The meetings are convened on a date, venue and time convenient to a majority of Directors. At present

meetings have been held online, and this model may continue to be utilised for future meetings, as well as scheduled meetings in person. Directors may also be invited to serve on, or act as an office-bearer to, the charity's subsidiary company's Board of Directors, other standing committees or working groups.

How to Apply

If you are interested in applying to become a Board of Director with Early Years Scotland, please send a short covering letter and brief CV to Gail Squires, HR Co-ordinator, at recruitment@earlyyearsscotland.org

Please note the covering letter should briefly summarise what you feel you could bring to the role, and your relevant skills and experience in line with the current skills' gaps detailed in this pack. This could focus on paid, voluntary or community-based work experience.

We look forward to hearing from you, and feel free to contact our Depute Chief Executive, Gillian Middleton, in this first instance, or if you have any questions about the role at Gillian.Middleton@earlyyearsscotland.org and Gillian, or Jane Brumpton, CEO, would be happy to arrange to have a chat with you.

Closing date for applications: Midday on Monday 29 November 2021.

Please view our EYS Board Recruitment video: <https://youtu.be/-3TnOJNfTk0>