



## Childcare Connector, Glasgow

**Post:** Childcare Connector. Fixed term until 30<sup>th</sup> June 2027 with continuation of post dependant on funding.

**Hours:** 16 hours per week.

**Salary:** Grade Point 13-17: £25,864- £31,612 (pro rata for 16hrs.).

**Location:** Glasgow Carlton Ward, based at OPFS Glasgow office.

**Reports to:** Glasgow Service Manager.

### Roles and Responsibilities

The Childcare Connector will contribute to the organisation's vision of a Scotland in which single parents and their children are valued and treated equally and fairly, by supporting the delivery of our partnership work in the Carlton Ward area. Embedded within DWP Jobcentre settings and other local services the Childcare Connector will support families who are experiencing childcare as a barrier to employment, learning, or progression.

The role will focus on supporting families to understand, navigate, and access childcare funding and support including funded hours, Universal Credit entitlements, and local discretionary schemes. The project aims to promote sustainable employment for parents and carers by addressing childcare as a critical enabler.

All roles at OPFS contribute to our mission of working with and for single parent families, providing support that enables them to achieve their potential and help create lasting solutions to the poverty and barriers facing many single parents and their children. Our core values of Justice, Equity, Trust, Collaboration and Compassion are at the heart of everything we do and underpin all aspects of our work.

### Key Tasks

- **Support Single Parents:** Supporting single parents to understand the different forms of early years childcare, education, and wrap around care that they can access, inform, and empower single parents on the best form or combination of childcare for their needs and how it can be funded. Liaise with different providers of childcare in communities across Glasgow to support effective transitions for parents going into employment, education, or training. Promote the services available through OPFS by developing trusting relationships with single parents through the provision of 1:1 support and providing information, advice, and guidance.

- **Family Support Work:** Identify community resources and local services and assist single parents to engage with other agencies. To facilitate the delivery of groups and events. Support single parents to develop their confidence, practical skills, self-esteem and to feel empowered and informed. Work with parents to identify wider support needs and refer to other support services where appropriate.
- **Record Keeping and Reporting:** Maintain confidential information, complete all appropriate client paperwork as per our Family Support process. Record and document meetings and support provided to single parents. Use appropriate databases as required by OPFS and the post funder, complete quarterly reports, case studies and maintain a high level of data recording to record, monitor and evaluate targets as set by the funder.
- Any other relevant duties as requested by the Glasgow Service Manager.

**The job description is a broad picture of the post at the time of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time.**

## Personal Specifications

### Essential Experience

- Experience of working with families and children.
- A good understanding of the childcare landscape in Glasgow, including 1140 hours and the flexible ways a parent can use these hours, wrap around provision, childcare options for children under 3, and after school and holiday provision.
- An understanding of how flexible childcare options for single parents contribute to the Scottish Government Tackling Child Poverty Delivery Plan and No one Left Behind approach to transforming employability support in Scotland.
- An understanding and awareness of the issues and barriers faced by single parents.
- Experience of developing partnerships and multi-agency working.
- Previous experience of relevant professional qualification, equivalent to HNC/HND, SVQ 3 or 4.

### Practical Skills

- Ability to plan, record and evaluate through recording and written reports.



- Strong organisational skills.
- Ability to work as part of a team and as an individual.
- Competent use of standard IT packages in word processing, spreadsheets, use of databases, and Microsoft Office 365.
- Knowledge of issues affecting single parents in Scotland.
- Commitment to professional development.

### Personal Qualities & Attributes

- Flexible to meet the needs of the service.
- To be approachable, friendly and a good communicator.
- The ability to prioritise workload.
- To accept and respond to the varying needs of families in a non-judgemental way.
- To ensure OPFS values are upheld.

### Desirable

- A sound knowledge or experience of working in local statutory and third sector services, particularly regarding children and families, employability, training, and further education.
- Driving licence and access to a car.

### Terms & Conditions

- **Confirmation of Appointment:** Fixed-term contract until 30<sup>th</sup> of June 2027, with continuation of post dependent on funding. Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period, two references, and a PVG check.
- **Salary:** Grade Point 13-17, £25,864- £31,612 (pro rata).
- **Hours of work:** 16 hours per week, worked flexibly to meet the needs of the service.
- **Holidays:** Annual leave entitlement is 25 days and 12 Public holidays (pro rata for 16hrs.).
- **Pension:** You will be auto enrolled in our pension scheme with a 3% contribution from you and 7% contribution from OPFS.
- **Training and support and supervision:** You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision and annual appraisals. Regular team meetings will be held, and staff have access to internal and external training.
- **Equal Opportunities and Family Friendly Employment:** OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors In People Silver status.



**Recruitment Timetable:** The closing date for applications is Thursday, 31<sup>st</sup> of July at 5PM. Interviews will be held w/c 4 August.