

Job Description

Job Title	Childcare Sustainability Officer
Grade	Band E
Reporting To	EY Entitlements and Childcare Manager
JD Ref	BUS0269G

Purpose

The childcare sustainability worker will be responsible for working with private, voluntary and independent early years and childcare providers to develop their business models in line with government guidelines and legislation. This will include implementing any changes to legislation or statutory duties.

Furthermore, the role involves managing and implementing projects focused on early childhood. This will involve monitoring project progress, manage budgets and maintaining relationships with stakeholders.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Communication, Engagement and Training:

- Work with early years and childcare providers to develop their delivery model to comply with government guidance, including school age childcare.
- Regularly review parental information across relevant platforms, e.g. family toolbox, SENDLO, corporate websites.
- Support the development and implementation of the engagement strategy for key stakeholders.
- Lead on and implement project plans and operational work plans for the coming year, setting clear targets and activity plans per activity/programme site. Communicate the targets, programme objectives and activity plans clearly to schools, childcare sector, partners, officers, parents and families, ensuring they are well understood.
- Communicate effectively on behalf of the Council with primary schools, private, voluntary and independent providers and child-minders.
- Liaise effectively with the Department for Education, HMRC and Regional networks.
- Deliver training, professional support, advice and guidance on this and associated Early years functionalities.

Data Analysis and Decision-Making:

- Lead on the tracking the progress and impact of projects, collecting data and reporting outcomes.
- Maintain a records library for projects, including supporting budget monitoring.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Develop and update guidance for early years and childcare providers in relation to statutory guidance and legislation to ensure compliance, including school age childcare.
- Support the audit process for the delivery of early years entitlements in line with government guidance.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- NVQ level 3 minimum or equivalent in the field of early years, business studies/administration or associated other.

Desirable

- Degree level qualifications, for example early years or business management.
- Other training relating to project management, e.g. PRINCE2

Knowledge & Skills

- Knowledge of national policy, legislative duties and funding requirements, e.g EYFS, childcare funding
- Awareness of how early years and wraparound childcare can be delivered in line with guidance and difficulties with delivery.
- Ability to carry out local childcare sufficiency assessment and understand supply and demand data.
- Understanding of how the childcare provision sits within wider children, families and youth grant and links to HAF administration and sufficiency planning.
- Data protection, working with sensitive data and information sharing protocols.
- Excellent numeracy, literary, IT and communication skills.
- Knowledge of delivery of early years and childcare funding entitlements.
- Ability to plan organise and manage projects effectively.



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Desirable

- In depth, up to date knowledge of statutory duties, relevant legislation, guidance and policies relating to early years and childcare including Data Protection Act, Equality Act and all safeguarding requirements.
- Basic understanding of parents and children's needs in relation to accessing childcare.
- Significant knowledge of the different delivery models of childcare provision across the private, voluntary, independent and school sectors.
- Ability to analyse data or information, identify challenges and develop solutions.
- Knowledge of updating websites and social media

Experience

- Experience in developing, co-ordinating or supporting childcare provision.
- Practical experience in collaborating with schools, private/voluntary/independent providers (PVI's) and childminders to develop or support childcare or wrap around provision.
- Frontline or advisory experience improving quality, safeguarding, delivery model or operational systems in childcare settings.
- Experience managing programmes or multi-strand project ideally within education, early years or family services.
- Experience of interpreting government guidance for implementation.
- Ability to work creatively and innovatively.
- Ability to meet strict deadlines.

Desirable

- Ability to involve, influence and negotiate with colleagues, partners and stakeholders and achieve shared delivery goals.
- Relevant experience of working in partnership with or supporting maintained, private or voluntary sector childcare providers.
- Managing data collection and providing statistical information.
- Producing needs analysis reports and analytical written reports.
- Experience of project management
- Manage and monitor budgets and provide projected forecasts to support project planning.
- Experience of understanding and interpreting data to inform priorities.



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Additional Information

Work flexibly across the borough to meet delivery requirements of the early childhood service.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the job role holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the job role holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By:  **Head of Service**

Date Of Approval: 30.04.2026



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