

## Early Years Coordinator

Hours: 37

Grade: 2 point 14 - 16 (£21,430 - £22,839)

Service: Early Years Coordination Service, Staffordshire

Reports to: Early Years Coordination Service Manager

Location: Newcastle Under Lyme

The national core purpose of the Sure Start Children's Centres is to improve outcomes for young children and their families and The Staffordshire Early Years Coordination Service is a key part of the offer that will support partners to achieve this locally.

The Early Years Coordinator will be required to support the Service Manager in leading, strategically developing, implementing and monitoring the work of Children's Centres across Staffordshire, ensuring they are in line with national Sure Start objectives and requirements. The post holder will be required to develop and manage the multi-disciplinary relationships to ensure high quality, integrated Children's Centre services are delivered by partners across the county and will work collaboratively with the Service Manager in securing continued and additional funding streams to ensure the future of the services.

Family Action are forward looking and ambitious, with a commitment to continuous improvement. We are a people focused, can-do organisation that strives for excellence in all we do and operates with mutual respect. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

If you can relate to our values and have the necessary skills and attitude we can offer you:-

- A competitive salary, leave entitlement and pension scheme
- Career development opportunities
- A full induction and on going quality training
- The opportunity to become part of Family Action initiatives
- Flexible working hours
- Managed work loads with regular supportive and reflective supervision

*Appointments are subject to Family Action receiving an enhanced disclosure from the Disclosure and Barring Service that we consider acceptable.*

For an application pack and further information, please visit [www.family-action.org.uk/workingwithus](http://www.family-action.org.uk/workingwithus)

Please email completed applications to [completed.application29@family-action.org.uk](mailto:completed.application29@family-action.org.uk)



Closing date: 28<sup>th</sup> September (noon)

Interview date: w/c 8<sup>th</sup> October 2018

*Family Action offers good working conditions, a comprehensive training programme and a Group Personal Pension Scheme (GPPS). We welcome applications from all sections of the community.*