



Job Title:	Thames Valley Early Years Stronger Practice Hub Coordinator
Responsible to:	Jo Budge (Lead Partner)
Hours:	22.5 hours per week (over 3 days)
Salary:	£39,555 per annum pro rata depending on experience (£20.50 per hour)
Main place of work:	Reading
DBS Check required:	Enhanced with Barring list update

JOB PURPOSE:

You will coordinate the delivery plan of the DfE funded Thames Valley Early Years Stronger Practice Hub linking with the strategic leads in the local area.

The project involves supporting best practice in the early years using evidenced based materials; proactively sharing information and advice; establish local networks of providers, and; provide bespoke advice.

You will ensure the aims of the project are delivered in a timely and efficient way. You will be passionate about making a real difference to all providers within the early years sector. You will be accountable for the success of the project, reporting to the organisations leads, submitting project accounts monthly, overseeing project KPIs and creating formal reports to the National Children's Bureau (NCB). You will also represent the project to external stakeholders both regionally and nationally.

MAIN RESPONSIBILITIES:

Co-ordinate the SPH Programme

Coordinate the development of the project in line with the KPIs set out in the project agreement from the DfE.

Proactively engage with key stakeholders to represent the project more widely, including in national meetings as necessary.

Attend events led by the hub as required by partners

Quality assure events to ensure that they meet the KPI and quality assurance framework

Proactive sharing of information and advice

- Design stakeholder engagement plan with specific targets.
- Coordinate newsletter platforms and mailing list (compliant with GDPR).
- Collect feedback on needs/wants of local settings regarding content and channels and update regularly.
- Oversee production of blogs highlighting evidence-informed practice.
- Oversight of creation of high quality online written and video materials to be shared more widely = alongside social media lead.

Developing local networks of providers

- Mapping of existing networks and resources in local areas, with a focus on all types of setting including childminders, and resources available to support those settings.

- Facilitate virtual and/or face-to-face network meetings with members and facilitate the building of communities of practice who will share best practice within the sector.
- Gather and share intelligence with NCB on key themes, topics and questions arising via your network, to help inform the overall Hub programme.
- Establish contact with: Local Authorities, Areas Leads, other Hubs such as English, Maths, Family and Teaching School Hubs, and Local Authorities
- Develop virtual network infrastructure/platform, tracking system to monitor engagement, and mechanisms for receiving feedback from the network.

Providing bespoke advice

- Monitor responses and timeliness of bespoke support.
- Map high-quality support available locally.
- Support the referral mechanism/ triage system to receive referrals from settings and childminders

Monitoring & Evaluation and impact measurement

- Create output and outcome KPI dashboard in line with contract deliverables and ensure this is up to date and accessible at all times to steering group.
- Report on all output and outcome data regularly to partners and NCB. Ensure all reports include evaluation of all activities.
- Provide support to admin team so that they understand and contribute to reporting demands, including filling of KPI data.
- Raise any concerns quickly with partners so issues can be resolved as soon as possible.

PERSON SPECIFICATION:

- You will ideally have experience in the early years sector or within education
- You will have an understanding of the local education context.
- Excellent leadership and organisational skills.
- You will have experience of people management
- You will be a driven person, capable of identifying opportunities for improvement and making them a reality in partnership with others
- You will be an outstanding communicator (written and verbal)
- You will be comfortable with monitoring and evaluating performance and managing key performance indicators to drive improvement.
- You will be skilled at managing various demands and priorities that a busy role brings.
- You will be comfortable working remotely, and motivating yourself, as there is no permanent office for this role which covers a wide geographical area.
- Computer proficient with IT Systems including MS Office, CRM, HR System, Finance system, etc

APPLICATION PROCESS

- Send your application form and supporting statement to Jo Budge exehead@reysfederation.org
- The deadline for applications is Tuesday 25th March 2025
- Interviews Monday 31st March
- We encourage applications from diverse applicants.