

Job Description and Person Specification

Childcare Development Outreach Officer

Job Details	
Grade	4
Service	Early Years Business, Sufficiency and Funding Team
Location	Friargate Floor 9
Job Evaluation Code	A6230

Coventry City Council Values
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
- To provide comprehensive information and advice about childcare and related matters to parents, carers, students, employers, childcare providers and professionals. - To support the management of the childcare market in Coventry in accordance with the childcare sufficiency duties, through a variety of activities with a community family facing focus. - Provide an outreach function in support of recruitment and retention of the workforce within the childcare sector attending events such as Job Fairs, Career events etc. - To work in collaboration with key stakeholders to support take up of early years entitlements, access to paid for childcare and to support recruitment and retention across the sector.

Key Responsibilities and Accountabilities
Working in partnership with Further and Higher Education partners to support the emerging early years workforce into employment.
Utilising vacancies on the FID website to support schools and childcare providers with recruitment and retention of staff.
Working alongside colleagues in the Job Shop and Jobcentre to support Jobseekers into employment in the childcare sector.
Supporting the Workforce Development Manager to implement systems to ensure the early years workforce in Coventry has access to relevant training.
Organising, promoting, and coordinating briefing and advice sessions targeting both providers and stakeholders across the city.
Raising the profile of taking up a career in early years and childcare (0 to 11 year-olds).
Providing a first point of contact for childcare providers and schools in relation to recruitment.
Contacting childcare providers on a regular basis to collect information and updates that will feed into the maintenance of an accurate database of childcare provision and activities for children from birth to 19; including information such as vacancies and costs in line with the Childcare Act 2006 and 2016.
Preparing and producing lists, reports, presentations and data, including monitoring and evaluating information, as directed.
Assisting in managing the childcare market under the Local Authority's sufficiency duty by liaising with partners around current provision, gaps and demand.
Providing a high-quality information service to parents, carers, students, employers, childcare providers and professionals ensuring that all services are sensitive to the diverse needs of Coventry's children and families.
Effectively communicating and representing the work of the service-to-service users, partners and other stakeholders through promotional materials, events and media coverage.
Attending, participating and delivering at relevant meetings, training courses and seminars.
Any other duties and responsibilities within the range of the salary grade.

Key Relationships

External:	DWP Jobcentre Further Education Providers Ofsted registered childcare providers Primary schools – Academies Training providers e.g. CWT Members of the public Health Visiting Team Community Stakeholders	Internal:	Job Shop Adult Education Family Hubs Maintained Primary schools Housing Department EY SEND team
-----------	--	-----------	--

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

N/A

Person Specification

Requirements

Knowledge	Awareness of relevant early years and childcare qualifications
Knowledge	Knowledge of recruitment and retention in the early years sector
Knowledge	Knowledge of the range of childcare providers in the context of the early year's workforce and qualification structures
Knowledge	In depth knowledge and understanding of the Childcare Act 2006 and 2016. In depth knowledge of the Data Protection Act, UKGDPR and Freedom of Information Act
Knowledge	The range and diversity of childcare provision and services for families
Knowledge	An understanding of commitment to equality of opportunity

Skills And Ability	Strong interpersonal and listening skills
Skills And Ability	Commitment to and willingness to undertake training and development opportunities. Able to embrace new ideas and new ways of working in the interest of service improvement
Skills And Ability	Have a methodical approach to problem solving
Skills And Ability	Experience of working to deadlines and excellent organisational skills
Skills And Ability	Ability to use website software and social media strategies effectively across a range of audiences. Has proficiency in IT skills including MS Office packages
Skills And Ability	Takes ownership of their responsibilities and meets deadlines
Skills And Ability	Ability to work as part of a team and work on own initiative
Skills And Ability	Demonstrate effective verbal and written communication skills
Experience	Delivering information to a wide range of audiences including parents and key stakeholders
Experience	Experience of partnership working with other organisations and agencies, including the voluntary and independent and maintained sectors
Experience	Working to specific deadlines
Experience	Gathering, organising, extracting and presenting information
Experience	Evidence of recent training and professional development undertaken, relevant to the post requirements
Qualifications	• Relevant ICT qualification and or skills sufficient to develop systems and analyse data • A relevant childcare qualification to NVQ level 3 or relevant work experience that demonstrates the skills and abilities required to perform the tasks of the post • Level 3 NVQ or above in advice and guidance or relevant work experience that demonstrates the skills and abilities required to perform the tasks of the post
Special Requirements	• Must work flexibly including evenings and weekends • Commitment to working in an anti-discriminatory way to ensure equality of opportunity • Commitment and willingness to undertake training and development opportunities

Disclosure and Barring Service (DBS)

Does the role require a DBS check? YES

[Find out which DBS check is right for your employee - GOV.UK](https://www.gov.uk/guidance/what-kind-of-dbs-check-do-you-need)

And if so, which type?

Basic Check ☐	Standard Check ☐	Enhanced Check ☐	Enhanced + barred list check ☒
--------------------------------------	---	---	--

Declaration

Reviewed/Created By:	Becca Smith
----------------------	-------------

Job Title:	Childcare Sufficiency Business Lead	Date:	August 2026
------------	-------------------------------------	-------	-------------