

## PROJECT MANAGER

### Glasgow

- **35 hours per week** over 52 weeks per annum
- **£27,854** per annum (Point 31 on the Scale 31-34)
- **Based from Early Years Scotland Office**, 23 Granville Street, Glasgow G3 7EE
- **Fixed Term** for one year from start date, subject to continuing funding
- **20 days annual leave** in the first year rising to 30 days thereafter, pro-rata
- **12 public holidays per annum**
- **5% employer pension contribution** from 3 months' service

Applicants' **qualifications** should be consistent with those required to register as a Manager with SSSC (e.g. BA Childhood Practice, PDA Level 9)

A full, current **driving licence and own transport** insured for business use and **PVG Scheme membership** are required.

**Early Years Scotland** has a rare opportunity available for an enthusiastic and self-motivated individual to lead a new team that will be working in our exciting new **Glasgow 600 Hours Project: 2 Stay Play and Learn**. The successful applicant will have the opportunity to shape and lead the development of **2 new nursery settings** supporting 2 year old children affected by disadvantage, alongside their parents. The **Project Manager** will be the driving force within this team, ensuring that the project is successful, develops, progresses and achieves the best possible outcomes.

The Project Manager will:

- Support parents and young children to play and learn together for their funded entitlement within an extended **Stay Play and Learn** model
- work together with other agencies to enhance and support the development of the nurseries
- line manage three Early Learning and Childcare Officers
- support the Service Manager through agreed tasks

An excellent knowledge of managing an early learning and childcare setting and a good understanding of emerging practice in the field of Early Learning and Childcare are essential for the post.

We will welcome applicants who can demonstrate:

- understanding of the importance of play in young children's learning and development
- understanding of the importance of parental engagement and family learning
- experience of working collaboratively with other agencies
- excellent leadership and management skills
- excellent verbal and written communications skills with competent IT abilities

**Applicants must be available for interview on Thursday 20 July**

**Applications will be accepted up to 17 July and interviewees will be informed on 18 July**

Application packs with full post information can be downloaded at <http://www.earlyyearsscotland.org/about-us/job-vacancies>. Completed applications should be emailed to [recruitment@earlyyearsscotland.org](mailto:recruitment@earlyyearsscotland.org). Please do not send CVs as only completed Early Years Scotland application forms will be considered. For more information, please contact 0141 221 4148.

**Early Years Scotland is an equal opportunities employer**

