**Job Opportunity**

**Job Title:**  **50 Things Project Officer**



**Closing Date:** 10th May 2023

**Interview Date:** 17th May 2023

**Start Date:** May/June 2023

**Duration:** 12 months in the first instance

**Hours available:** Full or part time post (negotiable)

**Salary:** Band 7 £24,054 (pro rata)

**Company: Bradford Birth to 19**

St Edmund’s Nursery School and Children Centre Services, leading Bradford Birth to 19

**Location:** We offer a pattern of hybrid working, including regular days based at St Edmund’s Nursery School and Children’s Centre, WashingtonStreet, Bradford, BD8 9QW

**Who we are**

50 Things to Do Before You’re Five was developed by the team at St Edmund's Nursery School, which leads the work of the Bradford Birth to 19, a growing school-based organisation which is making a significant contribution to school improvement in Bradford. Our organisation supports an Alliance of over 100 schools (nursery, primary, special and secondary), providers of day-care and charities in the local area. We are held up a model of outstanding school leadership within Early Years, in parent partnership and have been designated by the DfE as a Stronger Practice Hub for Yorkshire and The Humber.

This post will involve supporting the local aspect of our innovative ***50 Things To Do Before You’re Five*** and ***Fifty Things Primary*** initiatives. The ***Before Five*** initiative has already been launched in 20 English Local Authority areas, and ***50 Things Primary*** will be rolled out beyond the current offer in the Bradford district in spring 2023

**Main Duties & Objectives**

The post will involve:

* Supporting and promoting Bradford’s ***50 Things To Do Before You’re Five*** and ***50 Things Primary*** initiatives across the whole of the Bradford District, including Keighley.
* Planning, delivery and promotion of events.
* Maintaining good public relations, including input to our social media presence
* Working in collaboration with other members of the team, on tasks including marketing, training delivery, data analysis and partner engagement
* Supporting the recruitment of further primary schools into the 50 Things family
* Supporting our team of 50 Things Enthusiasts
* Engaging with parents, carers and professionals to develop and maintain outstanding relationships
* Participating in monthly partnership meetings for the national 50 Things project
* As a part of a small but growing core team, providing support for the project’s leadership

**Benefits and Outcomes**

Working with us is unique! The 50 Things initiative is not yet five years old, a responsive offer to children and families across the United Kingdom that continues to develop that offer in a creative way, addressing the needs of families and partners as we grow.

We are also very much a values-led organisation and we expect all our staff to support our belief that children and young people should be at the centre of everything we do. This means a commitment to community cohesion and social mobility for all children.

We require that you have the ability to work occasional evenings and single weekend days, and you may be required to occasionally travel outside the district.

We are looking for a highly flexible, hard-working team player who is ready to learn with us, in a supportive, friendly and optimistic team. You are likely to have had some experience of working in early years, a charity, community, school, or health setting.

While this post is offered initially as a six-month contract, there are large and growing opportunities for employment and it is likely we will make a number of permanent appointments to our organisation next year. This post would suit someone who wants to grow with us, is enthusiastic about the 50 Things initiative and has creative ideas about the future of 50 Things in Bradford.

**Person Specification**

Essential

* Level three qualified (or equivalent experience)
* Experience of working with families
* Experience of, or strong values alignment with, working in a community setting, care settings or within a charity or the voluntary sector
* Sound knowledge base in early years practice and child development
* Demonstrable skills in relation to partnership/collaborative working
* Experience of, or interest in, delivering training
* Very good written and verbal communication skills
* Very good administrative skills
* Friendly phone manner and confidence
* Some experience of using databases
* A passion for making a difference to the lives of all children and families, but particularly those facing social and economic disadvantage

Desirable

* Level three qualified in early years, health or education
* Experience of community engagement
* Experience of partnership working with agencies or schools

While we are happy to receive applications from people with qualifications in specialisms which include early years, working with families and early years education, we are entirely happy to receive applications from you if you share our values, have strong communication skills and have some relevant experience of very young children. Perhaps of equal importance is your capacity to learn quickly, to work hard, to be resilient and your ability to work well within a team.

**Management / Supervision**

Andrea Layzell, National Early Years Projects Lead.

**Salary: c. £24,054 pa (pro rata)**

**Closing Date: 21st April 2023**

**Interview Date: Tuesday 2nd May 2023**

**Application Instructions:**

Apply by sending a CV and covering letter to [andrea.layzell@stedmundsbradford.org.uk](mailto:andrea.layzell@stedmundsbradford.org.uk) When uploading your CV and letter, please make sure you **title your document with your name only**. We also require applicants to complete a formal application form, attached to this form.

Please ensure you demonstrate in your covering letter and CV how you match the person specification.

**Eligibility**

You must be eligible to work in the UK for the duration of the placement.  Information is available at <http://www.ukba.homeoffice.gov.uk/>

**Support for applicants with disabilities, impairments or health conditions:**

We want to make sure that all candidates have equal access to our recruitment and selection procedures. If you have a disability, impairment or long-term health condition that may affect your ability to submit an application, or if you need any adjustments to be able to attend an interview, take part in the selection process or to carry out the job you are applying for, please contact [andrea.layzell@stedmundsbradford.org.uk](mailto:andrea.layzell@stedmundsbradford.org.uk) This will enable us to make any reasonable adjustments. Any information provided will not inform any part of the recruitment and selection process.