

## Job Opportunity



**Job Title:** 50 Things Support Officer  
**Start Date:** March/April 2023  
**Closing Date:** Sunday 26<sup>th</sup> February



**Duration:** initially 6 months  
**Hours available** Full time equivalent (negotiable)  
**Salary** c £22,000  
**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, Washington Street, Bradford, BD8 9QW  
Given the outward-facing nature of this role, a significant proportion of the role will be out and about in the Bradford area

### Who we are

50 Things was developed by the teams at Bradford Birth to 19 (the training and development arm of St Edmund's), and St Edmund's Nursery School and Children's Centre. Our organisation supports an alliance of over 150 schools (nursery, primary, special and secondary), providers of day-care, sessional care and charities in the local area. We are held up as a model of outstanding school leadership within Early Years and in parent partnership. St Edmund's is the lead organisation for the Department for Education-funded work, as the first Early Years Stronger Practice Hub in Yorkshire and The Humber.

This post will involve helping to lead local engagement within our innovative **50 Things to Do Before You're Five** and the more recently launched **50 Things Primary** initiatives.

### Main Duties & Objectives

The post will involve:

- Supporting and promoting Bradford's **50 Things** initiative across the Bradford District, including Keighley.
- Engaging with parents and carers across the district,
- Engaging with early years providers and primary schools, encouraging them to promote and support the take up of both our 50 Things initiative by both children and their families

- Working in collaboration with other members of the team, on tasks including marketing and partner engagement

## **Benefits and Outcomes**

Working with us is unique! The 50 Things initiative is not yet five years old, it is a responsive offer to children and families across the United Kingdom that continues to develop in a creative way, addressing the needs of families and partners as we grow. '50 Things Primary' is our newest offer to Bradford, launched in autumn 2022, we are working to increase the take up of Primary across the district.

We are 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 may require that you are able to work occasional evenings and single weekend days, for which you would be given time off in lieu.

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 6-month contract, there are large and growing opportunities for employment within our organisation and it is possible we will make a number of permanent appointments to our team during the 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

- 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 child development
- Demonstrable skills in relation to partnership/collaborative working
- Very good written and verbal communication skills
- Very good administrative skills
- Friendly phone manner and confidence
- A passion for making a difference to the lives of all children and families, but particularly those facing social and economic disadvantage

Whilst we are happy to receive applications from people with professional specialisms which include early years, working with families and education, we are entirely happy to receive applications from you if you share our values, have strong communication skills and have some relevant experience with pre-school children/young people and families. Perhaps of equal importance is your capacity to learn quickly, to work hard and to be resilient. We seek someone who is able to work well on their own initiative, as well as within a team.

Please send a CV and a cover letter, outlining why you are interested in working with us and how your experience can meet the person specification to [info@50thingstodo.org](mailto:info@50thingstodo.org) before 26th February