

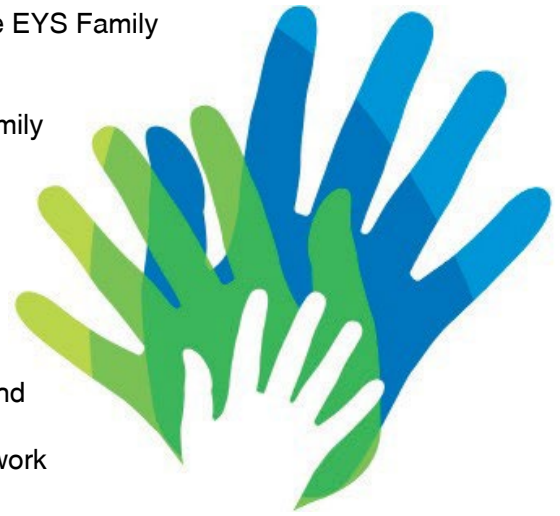
CENTRE CO-ORDINATOR

Early Years Scotland Family Visitor Centre at HMP Low Moss

Early Years Scotland is looking for an exceptional person to work within the EYS Family Visitor Centre at HMP Low Moss, East Dunbartonshire.

The Co-ordinator will facilitate, manage, and oversee the running of the Family Visitor Centre, line manage an Early Years Practitioner, a Family Support Worker and co-ordinate the contribution of volunteers. They will liaise with prison staff and community-based organisations to develop the provision and the services available to visitors to ensure the three core functions:

- Improve the visits experience for people visiting their family member or loved ones in prison.
- Allow families to access independent and impartial advice, information and support, which meets their needs.
- Voice the needs of families affected by imprisonment to the prison they work alongside.



The Early Years Scotland team will provide a range of services, advice, support and information as required to suit the needs of the children and families in their visits and in their daily lives.

Post Details (all pay and allowances are pro-rata and subject to continued funding)

- 24.5 hours per week over 52 weeks per annum (includes weekends and evening work)
- Salary starting at £26,824 FTE per annum
- Hours: Sunday: 1.00pm - 4.30pm; Monday: 12.00pm - 7.30pm; Tuesday: 1.30pm - 7.30pm; Wednesday: 12.00pm - 7.30pm; Thursday: 9.00am - 4.30pm
- Fixed Term to 31 March 2023 (subject to continued funding)
- 20 days annual leave in the first year of service rising to 30 days thereafter
- 12 public holidays per year
- A range of staff benefits including:
 - Provision of regular professional learning sessions on a range of topics relevant to your post
 - 5% employer pension contribution from 3 months' service
 - Employee Assistance Programme
 - Paid sick leave entitlement on a service-related increasing scale
 - Support for professional learning qualifications
 - Enhanced maternity/adoption leave pay for eligible staff

Applicants must have relevant professional qualification (e.g., health or social care, management or other) with relevant experience for the role.

If you are interested in this role, please contact Gail Squires, HR Co-ordinator for more information, or fill in and return an application form to recruitment@earlyyearsscotland.org.

Application forms and full post information can be downloaded at <http://www.earlyyearsscotland.org/about-us/job-vacancies>. Only completed Early Years Scotland application forms will be considered so please do not send CVs. Completed applications should be returned, electronically, to: recruitment@earlyyearsscotland.org.

For more information, or to request an application pack by email, please email recruitment@earlyyearsscotland.org.