



Early Years Funding Coordinator

Salary: Band 10, £42,838 - £47,181 per annum pro rata (FTE (0.67) £28,759 - £31,675.03 per annum)

Hours per week: 24.84 (The contractual hours are 24.84 per week, which are to be worked in accordance with the flexible working hours' scheme and the needs of the Service/working, three days a week 8.30 to 4.30).

Contract type: Permanent

Location: Civic Offices and Work from Home

Hybrid working: Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business needs / This role is based 1 day per week in the Civic Offices

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

This role requires a Disclosure and Barring Service (DBS) check at Standard/Enhanced level which will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Education - Early Years and Childcare

The Early Years team support providers to deliver high quality childcare in line with the statutory guidance from the government. The team also supports families across the city to access the Government Early Education Funding, to find childcare places, to support children with SEND to be able to access suitable provision and to ensure settings are offering fully funded places to children who are eligible. The team quality audit settings to ensure they are Ofsted compliant, and in addition to a comprehensive general training package the team also provide statutory training in Safeguarding for providers across the city.

What is the role?

To maintain an up-to-date knowledge and understanding of national and local early years strategies, policies, and guidance, and apply these effectively within the role.

To lead and provide strategic oversight of all Council functions associated with early education funding.

Maintain and apply robust quality assurance, control, and monitoring arrangements in accordance with Portsmouth City Council policies and procedures, ensuring service quality, financial integrity, and value for money in the use of public funds.



The post holder will target and manage resources to support vulnerable and disadvantaged children to take up their funded early years entitlement and will be responsible for the day-to-day operational management of early education funding programmes, ensuring compliance with Department for Education legislation, statutory guidance and locally agreed protocols. They will line manage the Early Education Funding Officer and Funding Outreach officers, and ensure that processes are robust, with appropriate audit and assurance arrangements in place to confirm that budget expenditure is compliant with local authority standing orders and financial regulations.

The post holder will coordinate and oversee a targeted outreach and brokerage programme for families, childcare providers and key partners, ensuring effective information, advice and guidance is provided and that families are supported to access the appropriate early education funding entitlements. They will line manage two outreach officers.

The post holder will liaise with key stakeholders and partners to develop, implement and evaluate appropriate actions to support the effective delivery of early education funding programmes, ensuring that monitoring and performance targets set by the Department for Education are met.

The post holder will contribute effectively to safeguarding arrangements, ensuring that practice is carried out in accordance with Portsmouth Safeguarding Children Partnership (PSCP) policies and procedures.

The post holder will report to the Early Years and Childcare Manager and will have line manager responsibility for the Funding Officer and Early Years Funding Outreach Officers.

Who is the person?

You need:

Qualifications:

- Have a recognised professional qualification in social work, education, health or a degree in childcare or other relevant field.

Experience and Skills:

- Proven experience of working collaboratively across a wide range of disciplines and services, including early years and childcare providers, parents and carers, children's services, health and partner agencies to improve outcomes, reduce inequality and ensure children have the best possible start in life.
- Proven understanding of all early education funding streams, including eligibility requirements and their application in practice.
- Proven project management experience leading and developing projects to produce practical action plans; coordinating and implementing agreed actions, managing timelines, and ensuring projects are completed on schedule, with clear dissemination of outcomes and reports to all stakeholders.
- Experience in writing reports, using high level of written and verbal communication skills and experience of presenting findings to a diverse audience using high level of interpersonal skills
- Strong commitment to inclusive practice, respecting diversity, and challenging discrimination to ensure fair access to early years funding and support for all children and families.



- Experience of using evaluation tools to measure outcomes against agreed success criteria, and presenting both quantitative and qualitative data in a range of formats.
- Experience of leading and delivering professional training to colleagues across multiple agencies.
- Demonstrable experience of safeguarding and promoting the welfare of children in line with Portsmouth City Council procedures, the Early Years Foundation Stage (EYFS), and Portsmouth Safeguarding Children Partnership (PSCP) guidance.
- Demonstrable experience of line management, including staff supervision and development.
- **The ability to converse at ease with customers and provide advice in accurate spoken English (INCLUDE FOR ALL ROLES REGULARLY INTERACTING WITH THE PUBLIC**

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).