

**Clybiau  
Plant Cymru  
Kids' Clubs**

CBDO/SW/0426

# **CHILDCARE BUSINESS DEVELOPMENT OFFICER, SWANSEA**

## **Application Pack**

**[TO ACCESS THIS PACK IN  
WELSH, CLICK HERE](#)**

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# ABOUT US

Clybiau Plant Cymru Kids' Clubs is the national organisation for Out of School Childcare Clubs in Wales.

Our vision is a Wales where children play, and communities prosper.

Our mission is to be the voice of Out of School Childcare Clubs in Wales, supporting children's right to play and quality childcare that is sustainable, affordable and meets the needs of children, their families and communities.

For further information on our values and strategic goals for Out of School Clubs, click [here](#).

Out of School Childcare Clubs run either side of the school day and during holidays, enabling parents/carers to return to work or training and children to enjoy a play focused, quality provision staffed by qualified Playworkers. There are over 1500 Welsh, English and bilingual Breakfast, After School and Holiday Clubs across Wales.

As a registered charity, a voluntary Board of Trustees or Directors make the policy decisions of Clybiau Plant Cymru Kids' Clubs. These people are elected annually and are drawn from Out of School Childcare Clubs across Wales.

## **We provide childcare business support and training:**

### **Childcare Business Support**

We can help individuals, schools, existing childcare providers, committee members and others set up and support existing childcare businesses.

### **Training**

We have been training the Out of School Childcare sector for over 20 years to develop a professional workforce that embraces and supports children's self-directed play.

We provide Playwork qualifications (NCFE CACHE, the awarding body for qualifications, rate us as excellent), Continuing Professional Development and a range of play-based activity workshops. See our latest training events and directory [here](#).

# BENEFITS OF WORKING WITH US

## Experience the Clybiau Plant Cymru Kids' Clubs difference

### Impact that Matters:

Experience the true joy of making a lasting impact on young lives. At Clybiau Plant Cymru Kids' Clubs, you'll be part of a team that's creating a Wales where children play, and communities prosper.

### Your Time to Unwind:

Enjoy a well-deserved break with our generous holiday package. We believe in work-life balance, ensuring you have the time to recharge and enjoy life beyond the workplace.

### Flexibility that Fits:

We understand life's demands. Embrace a fulfilling career while enjoying the flexibility you need with our TOIL scheme and agile working. Your well-being matters, and we're here to support your journey.

### Unleash Your Potential:

Unlock a world of growth through our comprehensive training and development programs. At Clybiau Plant Cymru Kids' Clubs, we invest in your skills, ensuring you reach your highest potential.

### STAFF SURVEY 2026

#### 100 % AGREED

I feel encouraged to come up with new and better ways of doing things



#### 100 % AGREED

My job makes good use of my skills and abilities



#### 100 % AGREED

The organisation supports and recognises my individual needs (EDI)



#### 100 % AGREED

The organisation visibly demonstrates a commitment to quality



# BENEFITS OF WORKING WITH US

## For your wellbeing

Flexible working arrangements, hybrid working, training and development opportunities as well access to our Wellbeing Hub and Mental Health Champions, monthly supervision meetings with your line manager and yearly appraisals.

## For your health

28 days holiday pro rata plus public holidays (pro-rata for part-time working) plus additional perks based on length of service that become available on 3 years' service and 5 years service which include additional annual leave days and access to Perkbox. We also provide corporate health cover through Simply Health whereby after a six-month probationary period, employees who are confirmed in post receive Simply Health Cover – free of charge – and the option to pay for additional cover for spouse / partner and children.

## For your financial security

Clybiau Plant Cymru Kids' Clubs operates a stakeholder pension scheme in conjunction with Aviva. Employees may, subject to certain eligibility criteria, join the pension scheme. Eligible employees will receive a pension contribution of 6% from Clybiau Plant Cymru Kids' Clubs, provided the employee contributes 2% of their gross basic salary, into the scheme, enhanced maternity pay, paternity leave and adoption leave. A mileage allowance is payable when on Clybiau Plant Cymru Kids' Clubs business. Out of pocket expenses incurred while on Clybiau Plant Cymru Kids' Clubs business are also paid for subsistence and travel, within a limit. Expenses are paid monthly in arrears.



# WHAT IS IT LIKE TO WORK FOR CLYBIAU PLANT CYMRU KIDS' CLUBS?



“ I find the agile working agreement along with the TOIL system fits well with my commitments and really gives me a good work life balance. I find my role rewarding and enjoy being part of a team that all pulls together. ”

“ I really enjoy working for Clybiau Plant Cymru Kids' Clubs, the team are all friendly and great to work with. I enjoy my role as a Childcare Business Development Officer supporting governance, sustainability and quality in Out of School Childcare clubs, as my work is very varied and no two days are the same. I get real pleasure from supporting the sector, as well as knowing that I'm making a difference to give children quality, sustainable childcare and play experiences in Out of School Childcare Clubs. ”



“ As a new member of the team i have been welcomed with open arms and feel like the part of the team having only been here a short period of time. It's a lovely, busy place to work and everyone has been very friendly and supportive. ”

# THE ROLE OF THE CHILDCARE BUSINESS DEVELOPMENT OFFICER, SWANSEA

Clybiau Plant Cymru Kids' Clubs wishes to appoint a part time (28.5 hours per week [Monday – Friday], with the possibility of increasing hours up to 37 contingent upon successful funding) Childcare Business Development Officer, to be based in our Cross Hands office, Carmarthenshire with an agile working agreement in place.

The salary of £33,366 (£34,433.71 pro rata upon confirmation in post) is based on a 37 hour week, payable monthly by credit transfer. The work demands flexible hours and may include evening, weekend and occasional nights away from home. There are 28 days holiday pro rata plus public holidays. The holiday year runs from 1 September to 31 August.

The Development Team is led by the Development Managers; the candidate will be responsible to the Lead Childcare Business Development Office. The Childcare Business Development Officer's main responsibilities are listed in the evaluation criteria. You will need an understanding of Windows and Microsoft packages including Word, Excel, Outlook, Teams and be willing to learn about and use new software packages and online monitoring systems.

The main focus of the role is to help communities by promoting, developing and supporting sustainable, quality, robustly governed Out of School Childcare Clubs and to meet the need for increased Care Inspectorate Wales (CIW) registered childcare across Wales.

The successful candidate should have a flexible approach to work and be able to adapt to varying pressures, deadlines and workloads. We are seeking to employ an individual who is keen to learn and fulfil their potential by developing to meet the detail set out in the evaluation criteria. We will work with the individual to understand and to meet the requirements of the role, to continue their professional development and to grow with the team and organisation.

All employees play a vital role in furthering the strategic plan of the organisation.

If you are keen to join our team and have initiative, enthusiasm and drive and are flexible in your approach to work, we look forward to receiving your application.

All offers of employment are subject to satisfactory reference, and a six-month probationary period.

An Enhanced DBS Check and Membership of the Education Workforce Council (if not already in place) will be required prior to employment, cost will be met by Clybiau Plant Cymru Kids' Clubs.

Continuation funding is always a complex issue within the voluntary sector. Clybiau Plant Cymru Kids' Clubs has some core and project funding from the Welsh Government, with additional funding from some Local Authorities who commission the services of Clybiau Plant Cymru Kids' Clubs to develop Out of School Childcare within the county, and project funding from Charities/Trusts.

The post has been funded by Swansea Council and runs until the 31/03/2027. Continuation of this post is dependent on continuation of funding which is normally decided on an annual basis.

# JOB DESCRIPTION

## Job Title

Childcare Business Development Officer, Swansea

## Location

Based from our Cross Hands office with agile working agreement in place

## Hours of Work

28.5 per week (Monday – Friday), with the possibility of increasing hours up to 37 contingent upon successful funding.

## Responsible To

Lead Childcare Business Development Officer

## Pay Scale

£33.366 per annum pro rata (£34.433.71 upon successful confirmation in post, normally after 6 months)

# KEY TASKS AND RESPONSIBILITIES

To help communities by promoting, developing and supporting sustainable, quality, robustly governed Out of School Childcare Clubs.

To meet the need for increased Care Inspectorate Wales (CIW) registered childcare across Wales.

1. Develop and set up new Out of School Childcare Clubs and/or extend existing provision. Identify, with the help of childcare partnerships, areas for club development.
2. Support new and existing clubs and help them develop quality standards, including support and encouragement to register with Care Inspectorate Wales (CIW).
3. Support Out of School Childcare Clubs to improve sustainability.
4. Support Out of School Childcare Clubs to adopt robust legal structures and governance, including support for unincorporated committees to move to a more suitable limited liability structure.
5. Identify training needs for Out of School Childcare and promote training opportunities including Playwork qualifications and continuous professional development, signposting to relevant training. Undertake training to enhance the ability to carry out the role.
6. Support the delivery of project work as required.
7. Support with the planning, standardisations and delivery of online/face to face network events/workshops/training/webinars that inspire Playworkers and Managers and contribute to the fulfilment of children's right to play and participation.
8. Seek new funding opportunities and write funding applications for review by Line Manager.
9. Support the strategic work of the organisation and play a positive role in achievements within the work plan, to benefit the Out of School Childcare sector pan Wales. Be an active member of Clybiau Plant Cymru Kids' Clubs Development Team and contribute effectively to Local Authority Childcare Teams.

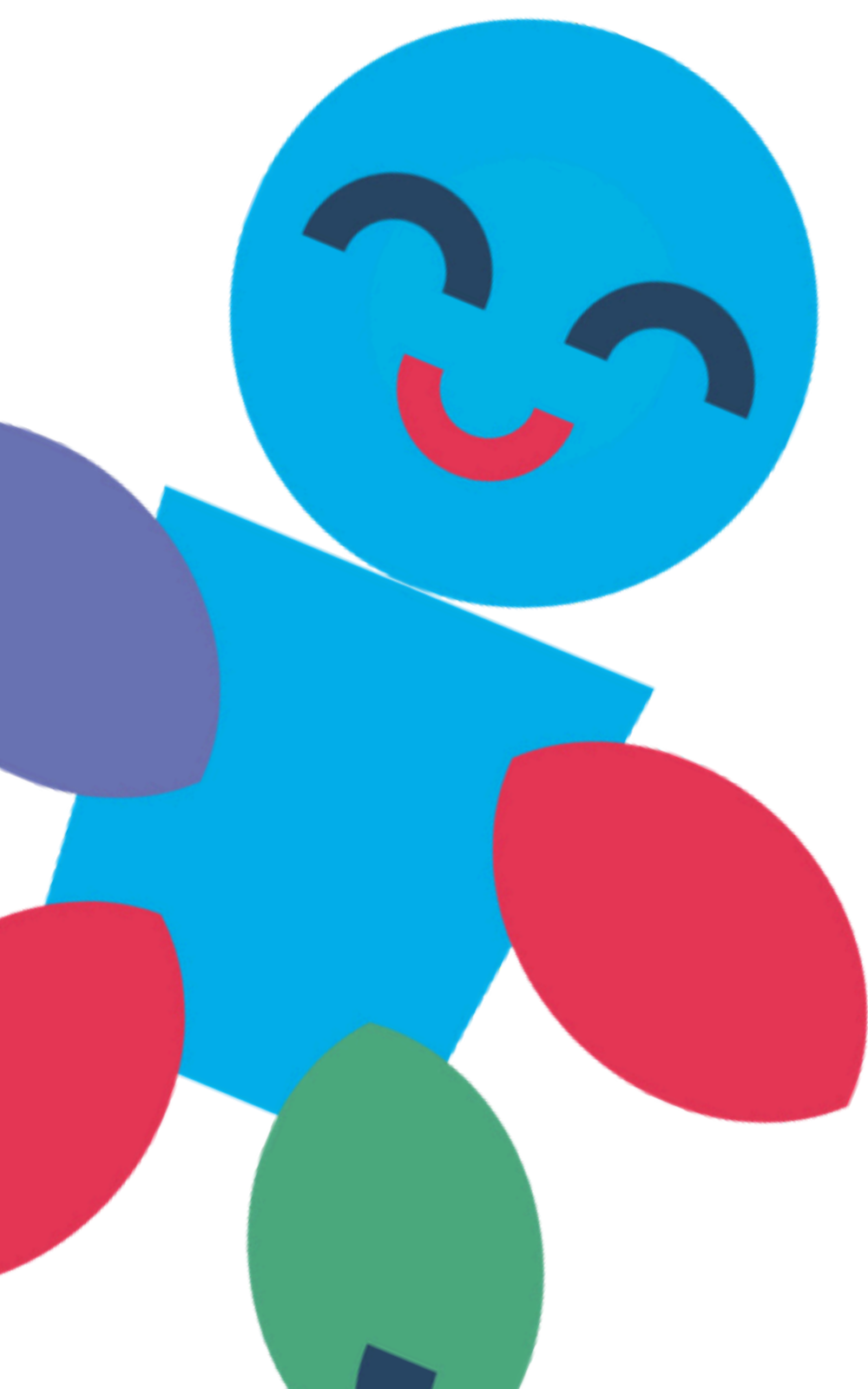
# KEY SKILLS & EXPERIENCE

## Essential

- Knowledge and understanding of current CIW regulations, requirements and other legislation e.g. UNCRC, child protection, safeguarding, health and safety and equal opportunities.
- Understanding and awareness of childcare and play issues, and the role of Out of School Childcare Clubs, within the economic agenda.
- Good communication skills, verbally and in writing, and the ability to work with a range of different people from club leader and committee members to local authority personnel and fellow team members.
- Ability to inspire and motivate others.
- Ability to act on own initiative, manage own workload and work as part of a team.
- Ability to maintain systems and records for the effective administration of reports.
- Computer literacy.
- Full driving licence.
- Educated to degree level or equivalent and/or proven experience in business/Playwork//Childcare development.
- Ability to use Excel.

## Highly Desirable

- Ability to speak and write in Welsh.



# EVALUATION CRITERIA

## OBJECTIVE 1.

Develop and set up new Out of School Childcare Clubs and/or extend existing provision. Identify, with the help of childcare partnerships, areas for club development.

## PERFORMANCE CRITERIA

- Help clubs set up by advising and supporting management committees and others using 'Stepping Out' and other business skill tools and resources.
- Help set up new and/or extend childcare services to meet the needs of parents/carers e.g. holiday sessions or longer hours in line with CSA findings and in response to demand.
- Assist interested parties with Out of School Childcare development.
- Identify need for development and support with grant applications for start up and sustainability funding.
- Make presentations to Head Teachers and other interested parties to promote Out of School Clubs as required.
- Work with the local authorities, schools, communities, and others to identify those areas most in need as identified in the Childcare Sufficiency Audit and work to a series of agreed targets based on achieving relevant actions within the Childcare Sufficiency.
- Work collaboratively with other Cwlwm partners/other organisations to explore the potential of the existing provision to expand to include Out of School Childcare.
- Record enquiries for new clubs and childcare places and extension of services.
- Update the IT system/Customer Relationship Management (CRM) on an ongoing basis and by the end of each month at the latest.



## OBJECTIVE 2.

Support new and existing clubs and help them develop quality standards, including support and encouragement to register with Care Inspectorate Wales (CIW).

## PERFORMANCE CRITERIA

- Encourage all unregistered clubs to register with Care Inspectorate Wales (where applicable).
- Support settings to register with HMRC for Tax-Free Childcare and The Childcare Offer to support affordability.
- Provide advice and guidance to settings on all legal and regulatory requirements for ongoing sustainability of existing clubs.. Respond to queries and provide guidance on staffing, CIW registration, funding, marketing, sustainability, budgeting, monitoring and legal structure and other childcare initiatives.
- Liaise with colleagues about appropriate follow up support where additional support, training and advice is needed.
- Support Out of School Childcare Clubs to assess their own quality and business practice, and identify areas of improvement needed e.g. through completion of an Assessment/Quality Improvement Toolkit.
- Contribute and support Swansea and Clybiau Plant Cymru Kids' Clubs Anti-racist action plan. Encourage settings to reflect on their inclusive culture and practice, including anti-racism, and signpost to resources and training where appropriate.
- Support and assess The Healthy and Sustainable Pre-school Scheme.
- Support the delivery of Support, Information & Monitoring (SIM) forms.
- Encourage settings to embed the Welsh language in their day to day operation through engagement with Camau and the Welsh Promise, in liaison with Welsh Language CBDOs.
- Provide business skills mentoring to existing clubs where needed and where needs have been identified through a quality improvement tool, utilising resources including Clybiau Plant Cymru Kids' Clubs' "Stepping Out" 'Getting It Right Legally', and other business skills courses which are key to ensuring clubs have the best chance of surviving long term. Sessions include: business planning; finance; monitoring and reporting; committee skills and governance; marketing; fundraising; staff management.
- Develop new resources and review and update existing resources to support the sector.
- Maintain a traffic light system to identify need for improvement measures based on business needs, viability, CIW registration, inspection reports and other measurable targets. Support will then be tailored to suit the needs of each setting.
- Encourage 100% existing clubs to retain/gain membership with Clybiau Plant Cymru Kids' Clubs and respond to the quarterly satisfaction survey and support the development and promotion of other Sector Surveys.
- Support the strategic work of the organisation and play a positive role in achievements within the work plan to benefit the Out of School Childcare sector pan Wales.

### OBJECTIVE 3.

Support Out of School Childcare Clubs to improve their sustainability.

#### PERFORMANCE CRITERIA

- Promote local and national funding opportunities to existing clubs.
- Support with funding applications and improving financial systems.
- Support with promotion, including the benefits of play and of regulated, registered care, ad hoc usage,
- Help develop and review financial cashflows to work to reduce expenditure where possible.

### OBJECTIVE 4.

Support Out of School Childcare Clubs to adopt robust legal structures and governance, including support for unincorporated committees to move to a more suitable limited liability structure.

#### PERFORMANCE CRITERIA

- Encourage a target number of clubs to complete quality improvement audits/checklists to identify club support needs and develop Action Plans.
- Support settings to review and improve their governance, delivering committee business skills sessions, supporting with a comprehensive set of bespoke policies and procedures and, if applicable, registering with the Charities Commission.
- Support settings to ensure they adopt robust legal structures, encouraging and supporting a target number of clubs managed by an unincorporated committee to move to a limited liability legal structure.
- Develop resources to support Out of School Childcare Clubs to strengthen their governance and management practices.

## OBJECTIVE 5.

Identify training needs for Out of School Childcare and promote training opportunities including Playwork qualifications and continuous professional development, signposting to relevant training.

### PERFORMANCE CRITERIA

- Work closely with clubs, Training Officers, Lead Childcare Development Officers, fellow Childcare Business Development Officers and Senior Management and other partners to identify training needs in the county and request/locate training courses to meet the needs as appropriate.
- Conduct a training needs audit with individual clubs and in particular ensuring staff in clubs have accessed training in safeguarding children by signposting them to appropriate training.
- Recruit those already working with children to gain Playwork qualifications to enable settings to become CIW registered.
- Promote Childcare / Playwork as a career to support recruitment to the sector, seeking opportunities wherever possible. This includes working in partnership with The Family Information Service and other employability programmes. Deliver business skills training on an individual or group basis as required.
- Deliver business skills training on an individual or group basis as required.
- Encourage clubs to attend training.
- Undertake training to help with personal development in order to carry out the role. (Make application to the Line Manager for training possibilities).

## OBJECTIVE 6.

Support the delivery of project work as required.

### PERFORMANCE CRITERIA

- Work closely with colleagues and project partners to promote and recruit to projects as required e.g. The National Lottery Community Fund People and Places Project, Camau Welsh Language Courses, CYMell, and training projects.
- Deliver and monitor outcomes of projects where relevant for job role.

## OBJECTIVE 7.

Support with the planning, standardisations and delivery of online/face to face network events/workshops/training/webinars that inspire Playworkers and Managers and contribute to the fulfilment of children's right to play and participation.

### PERFORMANCE CRITERIA

- Support the identification of suitable topics, locations, delivery methods and agenda items for Network Events, including liaising with clubs and other third parties.
- Support the promotion and delivery of Network Events (online and face to face).
- Plan, write and collaborate regarding training materials/workshops/webinars for Out of School Childcare Club staff and management and review/update existing courses. Deliver training in line with the agreed format and plan.
- Share experiences of workshop delivery to support continued development and improvement and implement changes that are agreed as part of standardisation.
- Ensure familiarity with content prior to delivery.
- Complete the internal paperwork and safety checks required for delivery.
- Be an advocate for Out of School Childcare Clubs, play and children's rights when representing the organisation.
- Collect and review evaluations from workshops, share suggestions to improve, creating an evaluative report when necessary.

## OBJECTIVE 8.

Seek new funding opportunities and write funding applications for review by Line Manager. This includes applications to support Welsh language use.

### PERFORMANCE CRITERIA

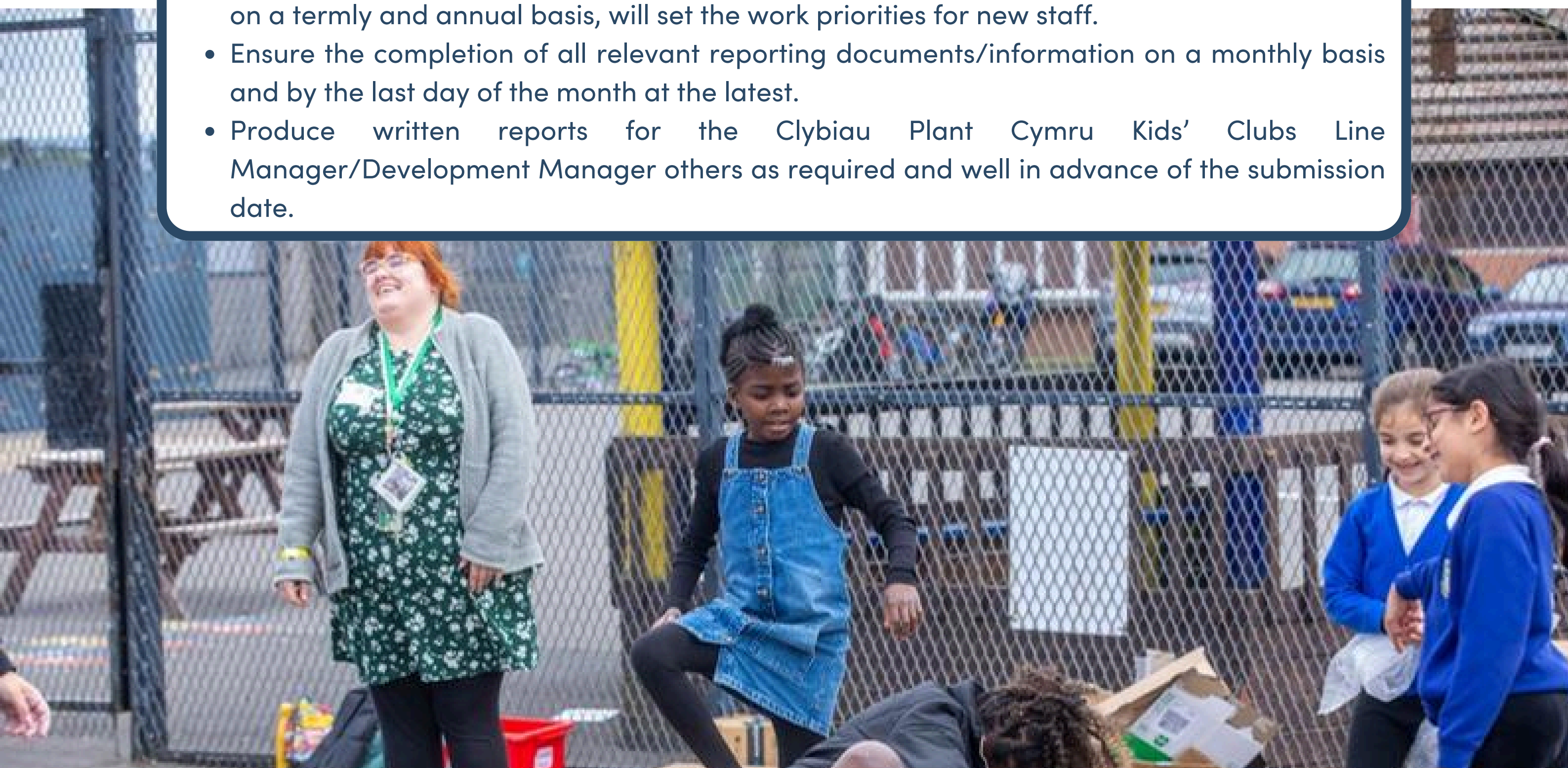
- Identify funding opportunities for the area and the organisation and write funding applications for review by Lead Officers/Development Managers.
- Develop new resources and come up with strategies to promote and disseminate new and existing resources. This includes Welsh language resources.

## OBJECTIVE 9.

Support the strategic work and play a positive role to benefit the Out of School Childcare sector. Be an active member of Clybiau Plant Cymru Kids' Clubs Development Team and contribute effectively to Local Authority Childcare Teams.

## PERFORMANCE CRITERIA

- Attend meetings internally and externally and play a positive and productive role. If other meetings or training get in the way of attendance at Team and All Wales meetings, this must be discussed with the Line Manager who will decide (in some cases in liaison with the Chief Executive Officer), which takes priority.
- Attend meetings with Early Years and Childcare Teams, other local authority meetings and quarterly monitoring meetings with the funder to further the growth of Out of School Childcare within the area.
- Work in partnership with other members of Clybiau Plant Cymru Kids' Clubs to ensure the organisation is meeting its strategic goals including aims under Cynnig Cymraeg.
- Contribute to the organisation's external communications e.g. weekly bulletin and quarterly newsletter.
- Report on a monthly basis to Leads regarding progress against targets.
- Feed into quarterly reports as required.
- Work in partnership with other childcare organisations whilst ensuring that our organisation's strategy is paramount.
- Promote local events and networking opportunities.
- Attend monthly supervision sessions with the Line Manager and keep them in close touch with work and work priorities. Initially the Line Manager, on a one-month basis eventually on a termly and annual basis, will set the work priorities for new staff.
- Ensure the completion of all relevant reporting documents/information on a monthly basis and by the last day of the month at the latest.
- Produce written reports for the Clybiau Plant Cymru Kids' Clubs Line Manager/Development Manager others as required and well in advance of the submission date.



# HOW TO APPLY

Offers of employment are subject to satisfactory references, identity checks and DBS checks (if eligible) at the appropriate level.

[PLEASE COMPLETE THE ELECTRONIC APPLICATION HERE](#)

[PLEASE COMPLETE THE EQUAL OPPORTUNITIES MONITORING FORM HERE](#)

We know that interviews can be a daunting experience. If you are shortlisted, we want to put you at ease by:

- Offering the opportunity to speak with a member of the team before the interview to chat.
- Committing to fully understanding any additional needs and/or any access requirements you may have and putting any necessary requirements in place within good time.
- Sharing the format of the interview and what will be expected of you beforehand, so that you can be well prepared, and feel more in control and comfortable, which will also help us to get the best out of you.
- Ensuring an interview panel that is representative of candidates.

We want the experience to be a pleasant one that you will reflect on positively regardless of the outcome. We very much look forward to reading about you, to get to know you further.

We will keep you in the know! Whether you are successful or not at each stage of shortlisting we will be in touch with next steps and are happy to offer you feedback on your application/interview.

## The key dates:

- Deadline for applications – 27/04/2026
- Invite candidates to interview – By 01/05/2026
- Interviews will take place week commencing 04/05/2026

For assistance with your application or to discuss the recruitment process you can contact our friendly Senior General Administrator Becci.

 02920 741000

 [recruitment@clybiauplantcymru.org](mailto:recruitment@clybiauplantcymru.org)



**Clybiau Plant Cymru Kids' Clubs  
exists to help communities in Wales by  
promoting, developing and supporting  
quality, affordable, accessible out of school  
childcare clubs.**

We are a Wales wide organisation that helps set up, develop and support out of school childcare clubs. We help clubs or prospective clubs to apply for funding and we train and support club staff during the set up and subsequent running of the club.

**GOOD LUCK WITH YOUR APPLICATION!**

**[www.clybiauplantcymru.org](http://www.clybiauplantcymru.org)**