



Anstruther Improvements Association Early Years Coordinator Role Description

Anstruther Improvements Association (AIA) is offering a fixed-term contract for a coordinator to support the next stage of our early years project development, to deliver community activities and to support the organisation to secure funding for sustainability. The contract will start in August 2026 and finish in July 2027.

The AIA has received grant support for this contract from Neart na Gaoithe (NnG) Offshore Wind Farm Fund - Fife (Anstruther), administered by Foundation Scotland. Early Years Project activities and development work also receive grant support from The National Lottery Community Fund. Any change to the level of funding available could have an impact on the contract.

About Anstruther Improvements Association

Anstruther Improvements Association is a community-led, membership SCIO based in Anstruther, whose vision is to build a thriving and resilient community, improving Anstruther for all. The AIA provides a range of cultural, social, educational, fundraising and intergenerational events, activities and projects as part of its Anster Community Development Project; manages some of the town's floral displays; and owns and operates Dreel Halls, the only community space in Anstruther Wester. There are around 100 ordinary and associate members and a board of Trustees. The AIA's website is www.anstrutherimprovements.org

About the AIA Early Years Project

Anstruther Improvements Association is seeking to sustain and expand our Early Years Project from August 2026 to July 2027. This initiative will continue providing vital social and developmental support for families in Kilrenny, Anstruther, and Cellardyke, catering to over 50 children aged 0–4 years and their caregivers.

Originally established in 2021 to combat pandemic-induced isolation, our weekly Dreel Babies & Toddlers group has evolved into a cornerstone of local community life, facilitating literacy, play, social and peer support. The AIA also supported the start up of Little Neuk Storytelling Centre, providing space at Dreel Halls, advice, promotion and financial support to trial sessions for local families. Since 2025 the AIA has supported fortnightly volunteer-led Community Bookbug sessions. By fostering connections and local partnerships, the AIA is working towards our vision to build a thriving, resilient community.

Purpose of the Role

The Early Years Coordinator (EYC) will oversee the delivery of our Early Years Project activities, contribute to strategic development and work towards longer term sustainability. The Coordinator will be well placed to consult with local families, identify opportunities for further connection and build on existing partnerships. Our experience has shown that this role is critical for maintaining engagement and participation in our early years activities and in supporting volunteers. The Coordinator will lead fundraising efforts to make the project financially self-sufficient, ensuring that social, educational and volunteering opportunities remain available in our rural community.

The sessional worker will coordinate and support group activities including Dreel Babies & Toddlers and Bookbug sessions, which provide regular social, developmental and literacy-focused activities for 0-4 year olds and their families.

The EYC will contribute towards achieving the AIA vision and Anster Community Development Project outcomes.

The EYC will be expected to undertake any training required which is relevant to the contract and maintain up-to-date knowledge of best practice in early years and community development activity, as relevant to a community anchor organisation. The post holder is expected to comply with the policies and procedures set by the AIA Board.

PVG

Applicants will be required to complete a PVG check for the role.

Location

Working from home; Dreel Halls, High Street West, Anstruther, Fife, KY10 3DJ; and other venues and locations within the East Neuk by agreement. The post holder will have access to some office equipment at Dreel Halls but is otherwise expected to use their own technology and equipment, with additional expenses covered.

Sessional Contract Fee

The total fee payable is £2,700, inclusive of VAT if applicable. £15 per hour, 4 hours per week term time on a flexible basis.

Please note this role is offered as a sessional temporary contract over 45 weeks per year from August 2026–July 2027, extension of contract may be possible subject to funding. Payment will be made on receipt of invoice at the end of the month, to be paid by bank transfer.

Dates and Hours

4 hours per week, working over 45 weeks. The EYC would be expected to be available to support regular group activities when required, with the majority of hours taking place during term time.

Dreel Babies & Toddlers meets weekly on Friday mornings during term time, 9:30am–12pm. Bookbug sessions are held fortnightly on Wednesday mornings, 10am–10:30am. Occasional additional times may be required on a flexible basis.

Main Activities

The Early Years Coordinator will be expected to work with the AIA Trustees, AIA Community Development Worker and AIA volunteers to:

- Coordinate Early Years Project activities including regular Dreel Babies & Toddlers and Bookbug sessions, which provide regular social, developmental and literacy-focused activities for 0–4 year olds and their families.
- Identify future project funding opportunities and assist with funding applications, including sources of funding to extend the Early Years Coordinator role beyond the initial contract.
- Organise and support the delivery of activities alongside volunteers and group participants including: organising rotas, booking the halls, collecting entry fees, banking, singing songs, nursery rhymes, craft activities or reading stories.
- Facilitate safe, age-appropriate play, maintaining a secure environment for group activities. Support organise the setting up/pack up and cleaning of the play area.
- Provide a warm welcome to all parents/carers, babies and toddlers at project activities.

- Work with AIA and community partners to develop relationships and deliver outreach activities where appropriate.
- Monitor and ensure project activities adhere to AIA health and safety requirements ensuring relevant risk assessments are in place and Dreel Halls fire safety procedures are followed at all times.
- Regularly meet or communicate with a nominated AIA contact and raise concerns in a timely manner.
- Maintain monitoring and evaluation records and report to the AIA and funders when required.
- Maintain and update paperwork as required including Risk Assessments, volunteer agreements, parent helpers group, PVG requirements and building key holders.
- Support the AIA project promotion with posters and sharing information, share relevant information via WhatsApp chat groups, email or social media.
- Inform the AIA at the earliest convenience if they are unable to fulfil their role/tasks.

The AIA is seeking an individual with a flexible, can-do attitude as, when working from Dreel Halls, the Early Years Coordinator may be asked to provide ad hoc, on-site help to other hall users.

Person Specification

Essential

Experience coordinating activities, events or programmes
Experience working with early years, parents and carers or relevant qualification
Experience managing and supporting volunteers
Experience engaging with communities
Communication skills to motivate and enable others
Organisational and time management skills
IT, marketing and social media skills
Work well independently and use initiative
Work well in a team and can take direction
Fundraising experience
Experience of reporting, monitoring and evaluation
Knowledge and experience of health and safety in an early years setting

Desirable

Enthusiasm and interest in the future of the project
Relevant educational qualification in the field or 2 years working
Experience in partnership working
Experience in the voluntary or charity sector
Understanding or experience of community-led development work
Flexible, adaptable, creative, responsive
First Aid Trained
Experience delivering and understanding the benefits of social, developmental and literacy-focused activities
Live locally in the East Neuk of Fife

Equal Opportunities Policy Statement

The AIA is committed to a policy of equality of opportunity in its employment and contractual practices. The AIA aims to:

- Ensure that there is no discrimination in employment/contracting, recruitment, training, promotion, disciplinary procedures, or industrial relations.
- In particular, the AIA aims to ensure that no potential or actual employee or contractor receives more or less favourable treatment on the grounds of age, disability, gender, pregnancy, maternity needs, race, religion or belief, sex, sexual orientation, political belief, trade union activity, responsibility for dependents or employment status.
- Ensure that members of staff and contractors who come into contact with members of the public treat everyone they come across with dignity and respect.
- Ensure that all members of staff and contractors understand the AIA's correct procedures in reporting complaints of harassment or unequal treatment. It is the duty of all employees and contractors to accept their personal responsibility for the practical application of the policy, but at the same time the AIA acknowledges that specific responsibilities fall upon those involved in recruitment and employee/contractor administration.
- Ensure that there is adequate provision for members of staff and contractors to submit their suggestions for improvements in procedures.

The AIA is committed to a policy of equality of access in its employment and contractual practices, and will:

- Ensure that there is adequate provision for members of staff and contractors to submit their suggestions for improvements in procedures.