



## Earlybird Educare@Work is hiring a COO

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### About Us

[Earlybird](#) is a social enterprise which is building a network of high-quality Early Childhood Care and Education ('educare') centres across South Africa. We use multiple delivery channels that enable us to provide children from across the socioeconomic spectrum access to our offering; from our workplace-based centres to our centres in residential estates and the non-profit centres in social housing developments and low-income communities. Earlybird is based in Johannesburg and Cape Town and has investment from Innovation Edge, UBS Optimus Foundation, and the DG Murray Trust, all early education investors with a social impact agenda.

Our team has spent the past few years working intensively to build a scalable, high-quality educare model for the South African context. We have designed a programme which aims to ensure that all children in our centres receive developmentally appropriate, sensitive and responsive caregiving that helps them progress along their individual learning and development path. We currently operate 5 educare centres in Gauteng, 2 in the Western Cape, and 1 in the North West province.

### About the Position

We are looking for a well-networked operations 'magician' to join our Johannesburg-based central support team. As we enter a serious growth phase, you will spear-head our site development and centre-opening pipeline and will work to continually improve our existing operational support systems to ensure our educare centres run as smoothly as possible. You will report directly to our CEO but will work with many members of our broader team, including our CFO, Operations Manager, Head of Training and our Centre Principals, on a regular basis. If you believe in our mission and are looking for a rewarding, flexible working environment with plenty of opportunities to develop, then please get in touch with us!

**The successful candidate will take on the following core responsibilities (among other ad hoc contributions):**

#### *Pipeline*

- Analysing various data sources to identify high-demand areas for new educare centre openings in Gauteng and the Western Cape.
- Building relationships with residential property developers and working with brokers and your existing professional networks to identify properties which fit our well-defined requirements and specifications, with the target geographic areas.

- Negotiating favourable lease terms with landlords in the case of existing premises and/or working on financing models for new builds.

#### *Project Management around Educare Centre Openings*

- Supervising contractors in the renovation and fitting out of each of our new educare centres during the months leading up to their opening dates.
- Procurement of educational supplies and furnishings for educare centres and development of a procurement database and ordering system with supplier vetting and purchase orders.
- Working on parent enrolment drives ahead of centre openings and during the early months of operation.
- Liaising with parents during their enrolment process, tracking registration forms and setting up debit order payment arrangements.
- Managing compliance: required construction certificates, Department of Social Development registration.

#### *Ongoing Educare Centre Management Support*

- Improving our weekly consumables (food, cleaning products and educational materials) ordering and stock management process at centre-level.
- Managing the workflow of our maintenance service provider.
- Overseeing a comprehensive risk management system (including emergency protocols) for our centres with regular assessments.
- Preparing for quarterly OHS audits.

## **About You**

(i) Minimum of three years' experience working in property development.

(ii) Hold a Bachelor's degree or equivalent.

(iii) Strong communication and project management skills, including the ability to manage multiple and overlapping deadlines across multiple teams.

(iv) Willing and able to gain a working knowledge of concepts in the fields of early education, and education technology.

(vi) Personable, reliable, organised, motivated by impactful work.

(vii) Available to start as soon as possible.

If you feel this position is a good fit for you, please submit a cover letter and your CV to [info@earlybirdeducare.co.za](mailto:info@earlybirdeducare.co.za).