JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB TITLE:** | **Playwork Coordinator** |
| **HOURS:** | 35hrs a week.  |
| **SALARY:** | **£28,845**  |
| **BENEFITS:** | Opportunity to be a partner in an employee owned organisation |
| **LOCATION:** | Various across all six adventure playgrounds managed by Awesome |
| **REPORTS TO:**  | **Director of Play** |
| **RESPONSIBLE FOR:** | Playworker’s, Volunteer’s, Sessional staff and Young Leaders |

As a Partner in an employee led organisation you will share the responsibilities of

ownership as well as its rewards. Partners in the organisation deliver this through

the following commitments:

* **Taking responsibility for our employee led organisation success**

We take responsibility to deliver the right experience for all users and generate

income to be reinvested for services we deliver to children and the wider

community.

* **Build relationships through our mission vision and values**

We build relationships based on honesty respect and encouragement. We expect

these behaviours of each other and demonstrate them at all times.

* **Creating real influence over our working lives.**

We take opportunities to develop ourselves, balance work and life priorities and

have a say in our organisation.

|  |
| --- |
| MAIN PURPOSE OF JOB |

1. To manage and deliver a play offer on an adventure playground working with other Playworkers, partners and the wider community to ensuring a high quality service.
2. Ensure good practice throughout any of the six sites worked from and ensure that policies, procedures and protocols are actively adhered to. Leading on safeguarding the users, families, staff, volunteers and visitors.
3. Providing play opportunities for children and young people that provide for:

Challenge and risk, social education, personal development, movement and physicality, intellectual challenge, creativity, which enabling children to acquire new skills in supporting their emotional development and play needs

1. Carrying out administrative duties and collecting relevant management information as directed by the Director of Play in accordance with Awesome’s procedures. Leading on completing an evidence base for internal and external Quality Assurance processes.

|  |
| --- |
| CHILDREN AND YOUNG PEOPLE’S REQUIREMENTS |

We expect all staff to incorporate these into their day to day work:

• UN Convention on the Rights of the Child

• The Playwork Principles

• Managing Risk in Play Provision

• Quality in Play or a similar quality assurance process

|  |
| --- |
| Main Tasks of Job |

1. Deliver best practice Playwork to improve play opportunities for children who access the service by planning and implementing a playwork programme as part of a team according to local priorities and co-create environments with children, which stimulate children’s play and maximise opportunities for a wide range of play experiences.
2. To ensuring that:
	* service is delivered according to Professional Quality Standards
	* all evidence of delivery and projects is properly documented
	* consultation with children and young people is carried out and acted on
	* aims and objectives are addressed
	* to plan and reflect in conjunction with the staff team, taking into account children’s needs and Awesome’s service priorities
	* playwork curriculum supports all play opportunities for children
	* work is evaluated and reports are produced on current and future work
3. To be the named child protection officer and take responsibility for promoting and safeguarding the welfare of children. Ensuring you and your team keep your professional practice up to date by attending free Child Protection training at a level commensurate with role ever two years.
4. To lead on research, design and facilitation of self-directed play and co-created play opportunities, effectively using resources to provide an inclusive, stimulating and exciting play environment.
5. To operate within professional boundaries when developing and maintaining relationships with children, young people and the wider community and contributing to a strategy for children and young people to engage in the service.
6. Work with the Director of Play to identify major issues affecting children & young people and developing appropriate playwork practice to help meet those needs, in conjunction with relevant agencies, community groups, housing associations, other services.
7. To lead on the delivery and monitoring on allocated adventure playground in the areas that follow:

Health & Safety; Premises Management; Data Collection and Security; Quality Assurance; Safeguarding; Policy and Practice; Adhere to Financial Procedures in relation to cash transactions.

1. To work from any premises Awesome CIC occupies or any other reasonable location where Awesome is delivering a service.
2. To maintain, build and develop outdoor adventure playground structures.
3. To support and motivate children and young people in having a voice through consultation, forums and creative visual engagement.
4. To deliver and oversee outreach and development of Awesome’s services to ensure that the adventure playground is operating at or near full capacity. Through promotion and marketing of the play service to children and young people, partners and the wider community.
5. Clean and sanitize designated facility areas (dusting, sweeping, vacuuming, mopping, restroom cleaning etc)
6. To adhere to all ways of working as specified in the employee's handbook
7. The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

|  |
| --- |
| Post holder declaration |
| Name: |  |
| Signed: |  |
| Date: |  |

**PERSON SPECIFICATION**

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet each of the following essential criteria. Please ensure that you **address each one** of the criteria as this will be used to assess your suitability for the post.

|  |
| --- |
| Post Title: Playwork Coordinator |
|  |  **REQUIREMENTS** |  |
|  | **EDUCATION and EXPERIENCE** | A/I/T\* |
| **E1** | Candidates must have substantial full time experience of Playwork in a multi-racial inner city setting. | A/I |
| **E2** | Candidates should have a recognised degree in playwork or NVQ level 3 qualification in playwork, childcare or related field and understand the value of Play in children’s development | A/I |
| **E3** | Candidates must have experience of effective management of staff, budgets and premises | A/I/T |
|  | KNOWLEDGE, SKILLS and ABILITY |  |
| E4 | Candidates must demonstrate their understanding of the importance of play in child development and how these are implemented into practice | A/I/T |
| **E5** | Understanding of the issues that impact on the lives of children and a track record in delivering innovative and exciting play opportunities that contribute to children’s play  | A/I/T |
| **E6** | Ability to work and communicate effectively within a team situation, taking the lead in both supervision, development of staff and complicated work loads | A/I/T |
| **E7** | Candidates must demonstrate an ability to design, build, adventure play structures and carry out routine maintenance work | A/I |
| **E8** | Able to identify potential child protection issues and know what to do with this informationKnowledge and understanding of* London Child Protection Procedures
* Working Together to Safeguard Children

Ability to work in accordance with national and local Child Protection and Safeguarding policies and proceduresUnderstanding of the legal Health and Safety requirements for the workplace and for playwork in a range of settings, as well as risk-benefit specifically in a play environment | A/I/T |
| **E9** | Ability to adhere to and maintain effective relationships with children, young people, staff, parents, carers and other colleagues within appropriate professional boundaries  | A/I/T |
| **E10** | Candidates must demonstrate an understanding of the requirements of developing anti-discriminatory, exciting play opportunities and demonstrate how they have put this into practice, engaging with marginalised and underrepresented sections of the community. | A/I/T |
| **E11** | Candidates must be able to demonstrate an understanding of working in a partnership approach with a range of partners in developing projects and activities for children and young people. | A/I |
| **E12** | Candidates must demonstrate how they reflect on and develop practice, which contributes to the delivery and quality of offer to children and young people. | A/I |
| **E13** | Experience of budget management along with experience of applying for and securing external funding | A/I |
| **E14** | Good communication and interpersonal skills, both written and verbal. With a good understanding of digital communication | A/I/T |
| **E15** | Understanding of the legal Health & Safety requirements for the workplace and for playwork in a range of settings, as well as risk-benefit specifically in a play environment. | A/I/T |
| **E16** | Ability to work flexible hours to meet the needs of children (evenings, weekends, residentials trips) | A/I |
| **D17** | The following would be desirable:* Some Knowledge of BSL, Makaton or PECs
* A understanding of Ofsted requirements for Out of School Provision
* First Aid qualification
* Food and Hygiene qualification
 | A/I |
|  | COMMITMENT TO EQUAL OPPORTUNITIES |  |
| **E18** | **Ability to adhere to the Awesome’s Equal Opportunities Policy.** | A/I |

|  |  |  |
| --- | --- | --- |
|  | SPECIAL REQUIREMENTS OF THE POST  |  |
| **E19** | **This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service formerly known as the Criminal Records Bureau (CRB) Disclosure** |  |
| **E= Essential**  |
| **\*Assessed by: A= Application I= Interview T= Test** |