

Wellspring Settlement

JOB DESCRIPTION

**Job Title: Playscheme Co-ordinator**

**Hours:**  A mix of flexible planning hours (146 hours) worked during term time, and core hours of session delivery (120 hours) to be worked during the summer holiday (18 sessions to be delivered between 25/07/22 and 31/08/22) and Christmas holiday ( 6 sessions to be delivered from 19/12/22).

All the sessions will be delivered on a Monday, Tuesday and Wednesday between 12pm and 5pm.

The contract will run until January 2023 with some planning hours to be worked in January to allow for evaluation of the project.

**Salary:** Scale F- £13.38 per hour

**Contract Term:** fixed term flexible admin hours, immediate start ending mid-January 2023

**Responsible to:** Family Centre Manager

**Management responsibility**: Line Management of playworkers

**Holiday:** Holiday pay will be paid quarterly in arrears based on 5 weeks annual leave allowance pro rata, on hours worked.

**Pension:** Employees will be enrolled into the workplace pension if eligible.

**This post is subject to a satisfactory enhanced DBS check**

**Purpose of the job**

To co-ordinate and deliver the holiday play scheme for children aged 7-11 years over the Summer and Christmas holiday period.

**Key Tasks and Responsibilities:**

1. To be responsible for the recruitment of play workers working closely with the family centre manager
2. To be responsible for the line management of the play workers
3. To lead and deliver on the development of the holiday play scheme in line with the funding agreement
4. To develop publicity and advertising working closely with the comms team.
5. To develop and manage the booking system for participants
6. To lead on the running of a staff induction session at the start of the play scheme
7. To liaise with and source the provider for the children’s meals
8. To maintain and ensure the relevant paperwork is in order
9. To lead on planning, monitoring, and evaluation of sessions
10. To undertake risk assessments and keep accurate records as necessary
11. To lead on sourcing resources for the project
12. To attend meetings as required
13. To provide a written evaluation of the playscheme in line with the funding agreement.

#### **General Duties**

1. To prepare, attend and actively participate in supervision sessions including engaging in the monitoring and review of performance targets.
2. To work within the policies and procedures of Wellspring Settlement and attend appropriate team meetings, training events and staff development days.
3. To communicate with staff, volunteers, service users and partners in a positive and effective manner.
4. At all times to work within and actively promote the equal opportunities policy of the Settlement.
5. At all times to be aware of the health and safety of colleagues, users, local people and self and to work within the health and safety policies of the Settlement.
6. Work flexibly in terms of responsibilities and working hours as required or directed, including occasional evening and weekend work, carrying out any duties as they arise which are consistent with the general character of the post.

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| **POST**  **Person Specification**  Due to the nature of the work the post holder must be at least 18 years of age  Applicants must demonstrate that they have the essential criteria in order to be shortlisted for interview. Your application must show, in detail, how you meet the following essential criteria.  It would also be useful to add, in addition, details of how you meet any desirable criteria that may be listed. | | |
|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Safeguarding and child protection * First Aid * Relevant Play Leader/teacher qualification |  |
| **Experience** | * Candidates must have knowledge and experience of running Play opportunities for children. * Experience of working effectively within a team * Ability to work on own initiative and efficiently plan   Willingness to learn, receive and apply training |  |
| **Specific Skills/ Knowledge** | * Excellent administration skills * Excellent IT skills * An understanding of the importance of play in children’s development * Ability to communicate effectively |  |
| **Attitudes/Personal**  **Characteristics** | * Highly self-motivated organiser * Accurate time keeping * Creative, fun, approachable and reliable * Flexible and adaptable approach |  |

JRG date: 25/05/22