



JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: October 2018

DETAILS OF POST

Job Title: Community Play Worker

Department: Leisure Services

Salary Range / NJC Scale: £16,863 - £17,391 per annum, pro rata **Scale 10 - 13**

Hours of work: 15 hours per week, Monday – Friday 15.00 – 18.00

Status: Fixed Term Contract from 1st December 2018 – 31st March 2019

Responsible to: Head of Service: Leisure and Facilities

Contacts: The post holder should expect to have contact with:

- Town Council Councillors and employees
- Members of the public
- Project and community representatives
- Contractors, suppliers, press
- Other Council service users

JOB PURPOSE

The main purpose of the role is to:

Act as Community Play Worker for Trowbridge Town Council in assisting in the operation and development of the after school clubs, to ensure their continued smooth and effective running.

MAIN DUTIES & RESPONSIBILITIES

- Be a positive role model, creating a positive and fun environment in which to motivate and encourage young people to participate in play and sport
- Promote positive play amongst children and encourage them to listen and express their views
- Work with children and parents to ensure the content of play sessions meet the needs of local children
- Contribute to the development of a portfolio of activities to be used in play sessions
- Assist in maintaining equipment and resources held by the Council to allow staff to complete their tasks to the highest standard
- Abide by and follow child protection guidelines laid down by the Council and/or those clubs where activities are provided
- Assist with the setting up and tidying of the venue each day and help create a welcoming and supportive environment for the members of the club
- Assist with the taking of the register and ensure lesson plans are completed
- Assist in ensuring the maintenance, cleanliness and safety of specialist equipment
- Act responsibly in managing your own health and safety and that of anyone else who may be affected by your actions/omissions
- Demonstrate and assist in the safe and effective use of specialist equipment
- Work in a confidential and professional manner and uphold the good reputation of the Council; in doing this you should abide by the Council's policies and procedures
- Support the aims and ethos of Trowbridge Town Council and the school and set a good example in terms of the punctuality, behaviour and attendance

GENERAL INFORMATION FOR ALL POSTS

The post holder will, on occasions, be;

- expected to attend additional training and development courses identified as a requirement for furtherance of the position or the post holder's personal development
 - To be on a rota system for evening / weekend service delivery
- requested to attend meetings or events which may fall at evenings or weekends
- expected to undertake any other reasonable duties that the Town Council may ask of you.

The aim of this job description is to show the general purpose and level of responsibility of the post; it sets out the main duties of the post as at the date of issue.

Due to the changing nature of the business, such duties may vary and develop from time to time without changing the general nature of the post or level of responsibility. Such variations are a common occurrence and would not, of themselves, justify the revaluation of a post.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSE qualifications including Maths and English • Experience of working with children • Child related qualifications 	<ul style="list-style-type: none"> • Other child related qualifications • Relevant child protection, equity and coaching disabled performers training • First Aid qualification • Full Driving Licence
Experience	<ul style="list-style-type: none"> • Minimum of a year's experience of working with children, establishing, delivering and activity programmes for children from age 4 + • (including those with disabilities) 	<ul style="list-style-type: none"> • Coaching in a wide range of environments, including schools, club and community • Mentoring, supporting and encouraging coaches and teachers • Working with voluntary and Statutory sections and community groups • Developing school links • Working to performance targets • Monitoring and evaluation of sessions/ programmes
Knowledge & Understanding	<ul style="list-style-type: none"> • Knowledge of relevant governing body programmes, policies and practices • Development and Implementation of high quality and creative coaching sessions (focusing on a young-person centred approach) • Commitment to equal opportunities 	<ul style="list-style-type: none"> • Relevant knowledge and experience of sports development, including club and coach development • Good understanding of child protection, child development, health & safety and sports equity principles / policies / procedures (training will be given)
Skills & Aptitude	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills; able to communicate with people at all levels • Confident and highly motivated • Ability to inspire, motivate and encourage young people through play / sport • Excellent planning and organisational skills • Ability to adapt sessions appropriately dependant on the needs of young people • Flexible attitude to working; willing to work evenings and weekends 	<ul style="list-style-type: none"> • Good level of ICT literacy with knowledge of word processing, spreadsheet and database packages • Ability to work efficiently on own initiative, under pressure whilst maintaining a high standard of work