

JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: January 2023

DETAILS OF POST

Job Title:	Community Playworker
Department:	Leisure & Information Services
Current Salary FTE:	£20,258 - £21,189, per annum, pro rata
Scale Point / NJC Scale:	1 - 4
Hours of work:	12.5 hours per week Monday to Friday 15:00-17:30
Status:	Permanent
Responsible to:	Active Trowbridge Manager

Contacts:

The post holder should expect to have contact with:

- Town Council Councillors and employees
- Members of the public
- Education officers and school staff
- Community organisations and their representatives including Trowbridge Futures.
- Suppliers
- Other Council service users

JOB PURPOSE

The main purpose of the role is to:

To assist in the development, delivery and overall operation of after school clubs and holiday clubs in during the school holidays.

MAIN DUTIES & RESPONSIBILITIES

Active Trowbridge

- 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 the play session meet the needs of the local children.
- Assist with the setting up and tidying of the venue each day and help to create a welcoming and supportive environment for the members of the club.
- Demonstrate and assist in the safe and effective use of specialist equipment.

Maintaining Standards

- Abide by and follow child protection guidelines laid down by the Council and/or those clubs where activities are provided.
- Assist in ensuring the maintenance, cleanliness and safety of the specialist equipment.
- Support the aims and ethos of Trowbridge Town Council and the school and set a good example in terms of punctuality, behaviour and attendance.

Other Duties

- Assist in maintaining equipment and resources held by the Council to allow staff to complete their tasks to the highest standard.
- Act responsibly in managing your own health and safety and that of anyone else who may be affected by your actions/omissions.
- 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.

Administrative Duties

- Assist in the taking of the register and ensure lesson plans are completed.
- Contribute to the development of a portfolio of activities to be used in play session.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSE qualifications including English and Maths • 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 License
Experience	<ul style="list-style-type: none"> • Minimum of a one year of experience of working with children, establishing and delivering 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, clubs and the 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 evaluating sessions and programmes

Signed as agreed:

Manager

Date

Post Holder

Date

BENEFITS OF WORKING FOR TROWBRIDGE TOWN COUNCIL

Career Development:

- A wide range of training and development opportunities

Financial Wellbeing:

- **LGPS Pension Scheme** is a defined pension that keeps pace with any cost of living increase. Your monthly pension contributions are boosted by tax relief and additional employer contributions. Based on your income, Trowbridge Town Council currently contributes 18.7% into the defined benefit scheme.
- Access to **AVC** (Additional Voluntary Contributions) savings schemes with **Prudential**. Any payments you make are deducted from your salary with full tax relief.

Flexible Working:

- Opportunity to apply for flexible working on completion of probationary period

Health & Wellbeing:

- Generous **Holiday Allowance** (23* days plus bank holidays and two additional local days**), with option to buy extra days.
- Access to **Employee Assistance Programme** counselling service for you and your family
- **Health & Wellbeing Cashplan** – financial assistance for dental or medical issues.

Staff Discounts:

- Retailer discounts with **My Staff Shop** offering access to thousands of deals, savings and benefits to a range of online and retail discounts for a range of everyday expenses from groceries to holidays and fitness.
- 50% discount on **Active Trowbridge** holiday clubs and activities

* *subject to completion of probationary period*

** *currently 22 days per year. Increases to 23 day per year from 1st April 2023*

GENERAL INFORMATION FOR ALL POSTS

The post holder will, on occasions, be expected to:

- abide by the Town Council's Policies and Procedures
- participate in the Town Council's annual performance reviews
- 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.

Confidentiality

The post holder is required to work in a confidential and professional manner and to uphold the good reputation of the Town Council

Data

To see how we handle and store your data please view our privacy notice

<https://www.trowbridge.gov.uk/your-council/privacy/>

Training

All employees may be expected to undertake additional training and development courses identified as a requirement for furtherance of the position or to support the post holder in their role

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down by Trowbridge Town Council's Equal Opportunities Policy

Health and Safety

- Act responsibly in managing your own health and safety and that of anybody else who may be affected by your acts or omissions
- Act responsibly showing regard for the environment at all times and adhere to the Council's Policy
- Work responsibly to ensure that, on a day to day basis, work is conducted within the framework of all local and legislative health, safety, environmental and welfare guidelines and policy

Safeguarding

Trowbridge Town Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Some roles will be subject to a full disclosure and barring service check before confirmation of appointment.