



## Job Advert

**Post:** Play Development Officer

**Hours:** 16hrs per week (to be worked flexibly to suit the project)

**Salary:** NJC Scale 6 (£22,221 pro rata)

**Contract:** Until November 2014

**Description:** Play Right are looking for a passionate and inspirational person to manage and develop an exciting new Community Play Project in Penlan.

The post holder must be committed to the child's right to play and support the ethos of open access provision.

Applicants must have experience of working with children, young people and community members from areas of multiple deprivation.

This is a strategic post and applicants must have good communication skills and be confident to attend multi agency meetings to advocate for Play.

Applicants will be required to engage in regular face to face Playwork.

Applicants must have experience of managing staff/Volunteers.

Applicants must have, be willing to or be working towards a Playwork qualification.

The post holder will need to be able to create, and generate community support for environments where children and young people are able to experience a range of 'Play Types'.

The post holder will be required to work in outdoor play spaces engaging and playing with the elements of wind, rain, fire and earth.

Clean Driving Licence and use of own vehicle is essential.

Due to the nature of the project annual leave is not normally permitted during school holidays and the successful applicants will be subject to an enhanced Criminal Record Bureau check.

**Application forms** are downloadable from [www.playright.org.uk](http://www.playright.org.uk)

Alternatively please contact Play Right on 01792 794884

**Closing date:** Monday 7 November 2011

**Interview date:** Monday 21 and Tuesday 22 November 2011

Applicants that have not been contacted by the interview date can assume they have not been successful.



**ARIENNIR GAN Y LOTERI  
LOTTERY FUNDED**

## Play Development Officer Job Description

**Post:** Play Development Officer

**Area:** Penlan, Swansea

**Name of Employer:** Play Right/Chwarae Iawn

**Responsible to:** Director

**Responsible for:** the development and management of the Penlan Play Project. To work closely with the community to link in with local community plans and priorities, ensuring that children and young people's right to play is considered and upheld. To work strategically as an active member of Swansea's Play Network to share information and influence decision makers locally and nationally in favour of play and play opportunities.

To lead on the Selwyn's Gym Community Development Project to transform a disused school gym into a community facility for children and young people: offering play, youth, leisure and sporting services that meet community needs.

**Salary Scale:** NJC Scale 6 £22,221 (pro rata)

**Contract Status:** ends November 2014

### KEY TASKS AND RESPONSIBILITIES:

1. To strategically develop, co-ordinate, and manage the day-to-day running of the Penlan Play Project.
2. To work closely with the local community and organisations working with families in Penlan. To identify gaps and develop appropriate play opportunities for all children and young people including those from BME Communities and disabled children and young people.
3. To focus on Penlan and catchment schools, as an area of excellence in delivering holistic family services through free play.
4. To lead on Team Around the Family (TAF) intervention and communication mechanisms.
5. To support the Senior Playworker and Playworkers to develop their confidence and skills to lead and engage in intervention support.
6. To offer advice, information and support to expand and increase inclusive play opportunities in Penlan.
7. To actively represent Play Right to a wide range of "partners" including Voluntary and Statutory service providers and community groups, in particular play providers.
8. To promote the importance of play at every opportunity.



9. To ensure that Playworkers employed by Play Right undertake training in Playwork, Health & Safety, Child Protection, welfare and security legislation, guidance and current good practice relating to providing places to play, service users, staff and volunteers.
10. To design and deliver bespoke training to young people, parents and residents in Playwork.
11. To attend appropriate professional development training when available and to ensure own play practice standard remain up to date and current.
12. To liaise with relevant national and regional organisations and to represent Playwork and the Penlan project accordingly.
13. To work with the Director to identify and make fund raising applications that will develop and sustain the play project and to manage the project's finances.
14. To ensure appropriate planning, monitoring and evaluation of the project is undertaken in order to contribute to the development of good practice, quality of service and reporting to funders.
15. To contribute to the Play Right Management Committee through reports in writing and in person that will enable Play Right to achieve its aims and objectives in both operational and strategic terms.
16. To carry out any duties as reasonably required in line with job status and pay scale.

## Play Development Officer Person Specification

| Item   | Essential | Desirable |
|--|-----------|-----------|
| Qualifications in Playwork related field   | E         |           |
| 4 years proven experience working or volunteering with children and young people   | E         |           |
| Experience managing staff and volunteers   | E         |           |
| Good communication skills  | E         |           |
| Knowledge of Playwork Principles   | E         |           |
| Understanding of the need for risk in children's play  | E         |           |
| Understanding and passion for the needs and rights of the child to play  | E         |           |
| Knowledge of Local and National Strategies effecting play in Wales   | E         |           |
| Knowledge of the Children Act 1989, the Disability Discrimination Act and Health and Safety Regulations                                  | E         |           |
| Knowledge of Equal Opportunities, inclusion and diversity  | E         |           |
| Knowledge of Child Protection issues   | E         |           |
| Experience of fundraising and making funding applications  | E         |           |
| Experience of working with parents, carers, youth workers, social workers, schools, community groups and voluntary management committees | E         |           |
| Experience of report writing, record keeping and administration.   | E         |           |
| Experience of working with disabled Children   |           | D         |
| Experience of working in multi cultural setting  |           | D         |
| Experience of working with hard to reach individuals   |           | D         |
| Experience of organising community events  | E         |           |
| Ability to present at meetings   | E         |           |
| Experience of managing budgets   | E         |           |
| Behaviour management skills  | E         |           |
| Ability to facilitate multi agency meetings  | E         |           |
| Knowledge of local community   |           | D         |
| First Aid Certificate  |           | D         |
| Clean Driving License  | E         |           |
| Enhanced disclosure CRB check  | E         |           |
| Basic IT skills  | E         |           |
| Knowledge of 'The First Claim'   |           | D         |
| Knowledge of 'The Playworkers taxonomy of Play Types'  | E         |           |
| Ability to communicate in Welsh  |           | D         |
| Knowledge of Play Cues and Play Frames   |           | D         |