

## Job Description

### Senior Playworker x 2

<b>Salary:</b>	£24,500 per annum pro-rata
<b>Staff benefits:</b>	6% employers pension contribution Enhanced holiday entitlement Enhanced sick pay
<b>Hours:</b>	30 hours a week over 4 days (2 shift patterns available, 10.30am – 6.30pm)
<b>Location:</b>	Based at Head Office in Bristol travelling to various session sites.

#### Purpose of job:

Bristol has an ambitious and vibrant play sector, developing and delivering a variety of play opportunities for children and young people across the city as well as advocating for play and playwork as an aspirational and achievable career choice. This role, and Children's Scrapstore are very much a part of this.

We are looking for dynamic and empathetic individuals who are committed to developing themselves and learning new skills in this sector, and we are ready to help you do that.

As Senior Playworker you will support the Play Team Development Manager to coordinate and deliver play opportunities for Children's Scrapstore, namely outreach open access play sessions but also play events and internal play sessions.

You will work as part of a team (inducting and supporting the team's playworkers) to plan and deliver play sessions.

This post is a busy and varied role, with much of the work outside, all year round and in all weathers.

Due to the nature of the job, a full UK driving license is required. To use company vehicles, applicants must be over 21 years of age and ideally have a minimum of 2 years driving experience for insurance purposes.

This role can be physically demanding, working in an active environment, e.g., loading/unloading of play equipment from a van. You will be required to complete first aid and safeguarding qualifications.

## **Principal duties and responsibilities:**

### **Playwork systems – planning, preparation, reflection & practice support**

- Maintain a system of processes that ensures the smooth running of the outreach Play Ranger sessions.
- Attend regular team meetings and reflection sessions to support practice development; safeguarding processes; planning and management of resources and to consider upcoming scheduling.
- Write and regularly review the risk benefit assessment for your assigned play session site(s)/events.
- Ensure adherence to the organisation's safeguarding processes, responding to concerns and issues as they arise alongside the organisations Designated Safeguarding Leads.

### **Practice & delivery of sessions – playwork inhouse, via outreach & at events**

- Lead assigned outreach 'open access' play sessions.
- To prepare resources needed for play sessions and internal play events - keeping resources stored and maintained.
- Work with the events teams to plan, prepare and deliver play events and internal play sessions, especially in school holidays.
- Manage food provision during holiday sessions.
- Demonstrate good playwork practice with particular emphasis on enabling freely chosen play whilst supporting children in conflict resolution and with a risk benefit approach.
- Work creatively and with own initiative to find solutions to issues which arise. The nature of playwork and mentoring others requires the ability to think on your feet.
- Sustain working relationships with existing stakeholders, whilst supporting the development of new relationships – children, families, colleagues, partner organisations, members of local communities, schools etc.
- Advocate, facilitate and promote play opportunities, inclusive for all children and in keeping with their right to play.
- Support youth voice through engagement and participation activities e.g. Youth Council.

### **Data, marketing and reporting**

- Collection of accurate information on children and young people attending sessions.
- Understand and use an online monitoring and evaluation system to capture data.
- Scrutinise and understand trends and track progress of sessions through this data.
- Provide data for funding applications and evaluation reports.
- Guide and create social media post content as part of a marketing and communications timeline.
- Manage collection and storage of comments, stories and photos to support writing of session notes and case studies for reporting, promotional and quality mark purposes.

Key duties may develop and change as developments to our workstream occur. You will need to be flexible and adaptable to the needs of the organisation and may be required to undertake one-off or additional tasks e.g. delivery of work experience workshops, mentoring of adults in playwork or attend events.

**General:**

- To attend regular 1-to-1's, a 6-month probation review and to contribute to team meetings, training and reviews when required.
- To be flexible and adaptable to the needs of the organisation, project and customers.
- To report regularly to your line manager anything you think may be important.
- Be professional, courteous and approachable at all times.
- To use IT efficiently, including management of information held both electronically and in manual filing systems; responsiveness to emails; online calendars; and database.
- To always wear appropriate clothing and Children's Scrapstore uniform.
- To work outside traditional office hours, flexible to the timings and location of work. Occasional Saturday work may be requested.
- To ensure that Children's Scrapstore standards are met and that all policies and procedures are carried out at all times.
- To take part in general housekeeping duties, answering telephones, leaving the building and vehicles safe and secure before leaving, covering sickness/leave and other common tasks.
- To undertake one off or additional tasks, attend events and help out with other customer facing areas as may from time to time be required for the effective running and promotion of the charity.
- To contribute to the promotion of the organisation via web-based media and word of mouth.
- Other ad-hoc duties as requested by the CEOs.
- The successful applicants are appointed subject to satisfactory DBS checks and references.