

<b>Job Title</b>	<b>Senior Playworker</b>
<b>Reports to</b>	Activity Coordinator
<b>Line Manager to</b>	Casual Playworkers Casual Kitchen Staff
<b>Business Function</b>	Operations Team
<b>Business Operation</b>	Thomley Hall Centre Ltd
<b>Location</b>	Worminghall
<b>Number of direct reports</b>	One
<b>Hours of Work</b>	40 hours per week, Mon – Sun but undertake hours to suit business needs as agreed with Operations Manager

#### **Purpose of the role:**

The Activity Coordinator is responsible for:

- Supporting the AC to deliver a planned and coordinated delivery of activities and events
- Assisting the AC in all aspects of the site management, staffing, coordination and delivery of accessible play to support all visitors to the centre.
- Providing a welcoming, stimulating and safe play environment for young people attending.
- Assisting in evaluating the scheme and participating in future planning.

#### **Essence of the role:**

The essence of the role is to work with the Operations Manager and Activity Coordinators to deliver services that meet the charity's objects, strategic plan and Community Fundraising strategy.

The SP will:

- Contribute to the development and delivery of an ongoing activities programme.
- Contribute to the development and delivery of an ongoing Community Fundraising programme.
- Supervise, direct and mentor casual staff to deliver a valued, dynamic and engaging range of activities and events for all visitors.
- Provide a high level of customer care skills to deliver a welcoming and supporting environment for disabled people, their families, friends and carers.
- Make sure all staff follow policies, procedures and any legislative guidance in place in managing the day to day service delivery.

#### **Essential Skills and Knowledge for the role**

##### **Overview**

The role will require:

- Manage the day to day coordination and delivery of services
- Assisting in creating and managing the play environment where disabled young people can access a range of resources and be supported by a responsive and adaptable casual staff in their play
- Being proactive in offering/initiating ideas and activities, whilst managing the impact of adult intervention versus choice and self-directed play
- Assisting in assessing and managing risk in the play and leisure opportunities delivered through a robust and considered approach to risk assessments

- Making sure that Thomley deliver services effectively through the implementation of policies and procedures for provision in accordance with best practice, food hygiene, health and safety and safeguarding
- Assisting with the development and planning of activities
- Provide guidance, coaching and mentoring for casual play workers, volunteers and student placements
- Communicate with staff and parents effectively to ensure the welfare of all young people attending
- Participate in safeguarding, first aid, fire marshal in-house training and induction requirements
- Promote and deliver a high public profile and customer care service on behalf of Thomley
- Work in a flexible way when the occasion arises
- Promote and deliver a high public profile and customer care service on behalf of Thomley
- Filling in for the receptionist, or assisting in the kitchen when required

## **Accountabilities and Responsibilities**

### **Key Accountabilities**

#### **Prepare and supervise play activities**

- Plan and develop recreational and informal education opportunities in liaison with the Play work team, such as sports and outdoor activities or art and craft projects.
- Deliver and lead on a specific out of hours activity / session
- Specifically plan and deliver physical activities which promote active and healthy lifestyles.
- Liaise with the relevant Activity Coordinator with planning or delivery of activities on focus days.
- Organising, preparing and supervising play work activities, together with play workers and volunteers with responsibility to:
  - Ensure appropriate activities are planned and prepared for term time, school holidays or focus days.
  - Prepare activity planners in liaison with the Ops team for publication in the newsletter.
  - Prepare topical or seasonal displays around the site, using children's work where relevant.

#### **Support day to day running of the centre**

- Work with colleagues as needed to promote play work activities.
- Follow the cleaning procedure set by the OM.
- Be responsible for the stocktaking and ordering art and craft or other project materials together with the AC.
- Assist in the preparation and running of specialist on-site events.
- Supervise and review casual staff, volunteers and other core staff. Provide feedback to the OM.
- Provide practical recruitment support to the OM.
- Plan and partake in community fundraising activities.
- Support the Catering Coordinator by communicating needs of visitors when in the role of Duty Manager.

### **Key Responsibilities**

#### **Prepare and supervise play activities**

- Consult with visitors and incorporate their ideas regarding play activities
- Be responsible for organising, preparing and supervising play work activities, together with play workers and volunteers with responsibility to:
  - Motivate, support and enable visitors of all abilities to participate in indoor and outdoor play activities, offering advice and guidance on the use of all equipment.
  - Facilitate and evaluate external project facilitators.
  - Encourage free play.
- Coordinate tidying of the centre at the end of each day and clean play areas if necessary
- Be jointly responsible for the safety or well-being of any individual on site alerting the management team to any arising risk
- Assist the OM in carrying out risk assessments and reducing areas of risk
- Be involved in the day to day maintenance of the site, reporting any broken equipment to the defects book
- Supervise and ensure safe use of indoor and outdoor play areas
- Fulfil roles of First Aider and Fire Marshall
- Be aware of legal obligations towards safeguarding children
- Assist in maintaining records such as daily site checks, accident & incident reports etc
- Hold regular planning and consultation meetings with the OM and other Activity Coordinators
- Lead induction training of play work staff, kitchen staff and volunteers
- Create daily rota when you are Duty Manager
- Together with the management team, plan for further development of the recreational facilities on site in close consultation with children and their families
- Attend/lead end of day debriefing meetings

**Support day to day running of the centre**

- Following food safety protocol ensuring we are compliant and of a 5 star food hygiene standard
- Run internal and external events with a specific focus on fundraising
- Be jointly responsible for community fundraising, including: managing and recruiting suitable event volunteers; managing and attending fundraising events; supporting new and existing community fundraising opportunities and fundraisers; maximizing Thomley's presence and income generation within the community.
- Work to agreed financial targets within the Community Fundraising role, as agreed with OM and the Finance Sub-Committee.
- Act as an advocate for Thomley.

Thomley Hall Centre	
Person Specification	
Behaviour / Values	Technical / Professional Expertise
<p><b>Thomley</b></p> <p>Thomley improves the self-esteem, happiness and quality of life of disabled people, their families and friends, by offering healthy and purposeful activities enabling them to play, learn, socialise and work</p> <p><b>Responsive – Rely On Us</b></p> <p>Our staff respond to our visitors requests quickly and efficiently encompassing their needs and ideas</p> <p>Always remember - If we don't look after our visitors someone else will.</p> <p><b>Under one roof</b></p> <p>Our staff work with our visitors to ensure that we offer a complete package within a safe, fun and supportive environment.</p> <p><b>Simple</b></p> <p>Our staff make life easy for our visitors at all points of contact within the organization.</p> <p><b>Trustworthy</b></p> <p>Our people always support the families, friends and users in any way possible.</p> <p>The reputation of Thomley is in the hands of every individual within the organization.</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Minimum requirements, CACHE or NVQ level 3 Playwork.</li> <li>• Experience working with disabled children/young people in a play or activity setting.</li> <li>• Knowledge of key issues surrounding disability, including equality, access, inclusion, behaviour etc.</li> <li>• Competent computer skills with Microsoft Office products and data management systems.</li> <li>• Good interpersonal skills, including the ability to work in a team and coordinate a team in the absence of higher management.</li> <li>• An aptitude to develop skills and acquire relevant knowledge through training opportunities</li> <li>• An understanding of and a commitment to Equal Opportunities in the workplace.</li> <li>• A clear CRB check.</li> <li>• Excellent organisational, planning &amp; communication skills with ability to meet deadlines.</li> <li>• Strong supervisory skills to coordinate and support casual youth work staff and volunteers.</li> </ul> <p><b>Desired</b></p> <ul style="list-style-type: none"> <li>• Up to date Safeguarding Trained</li> <li>• First Aid Trained</li> <li>• Fire Marshall Trained</li> </ul>