



<b>Job Title</b>	<b>Senior Playworker</b>
<b>Reports to</b>	Service Manager
<b>Line Manager to</b>	Casual Playworkers Volunteers
<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 Service Manager

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

The Senior Playworker is responsible for:

- Supporting the SM to deliver a planned and coordinated delivery of activities and events
- Assisting the SM 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 Service Manager to deliver services that meet the charity's objectives, 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 Service Manager 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 SM.
- 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 the 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.

<b>Thomley Hall Centre</b>	
<b>Person Specification</b>	
<b>Knowledge</b>	
Essential	<ul style="list-style-type: none"> <li>• Minimum requirements, CACHE or NVQ level 3 Playwork / childcare.</li> <li>• Understanding of disability focused work environments.</li> <li>• Competent at using information and communication technology (ICT).</li> <li>• Experience of leading, managing, and motivating staff and volunteers.</li> <li>• Knowledge or experience of the issues experienced by people with disabilities and their families.</li> <li>• Good interpersonal and communication skills.</li> <li>• Clear understanding of health and safety and safeguarding.</li> <li>• Clear DBS.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Management training or qualification.</li> <li>• Knowledge of current national debates / policy development in the Charity and Leisure Sectors.</li> <li>• Safeguarding Designated Lead Training.</li> <li>• Health and safety awareness.</li> <li>• Food Safety awareness.</li> <li>• Fire marshal experience.</li> </ul>
<b>Professional Experience</b>	
Essential	<ul style="list-style-type: none"> <li>• The ability to lead and motivate people and develop a high-level team performance.</li> <li>• Experience working with disabled children/young people in a play or activity setting.</li> <li>• Experience of working with contractors to deliver services.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Experience of data and visitor feedback collation.</li> <li>• Experience of how a reception operates.</li> <li>• Experience of how catering / hospitality.</li> <li>• Experience of marketing and communications and social media.</li> </ul>