



## **Job Description: Playscheme Manager**

<b>Job Purpose:</b>	To run and manage the Easter and Summer playscheme
<b>Responsible to:</b>	Supporting the Chairperson and directly accountable to the Management Committee
<b>Line Manager to:</b>	All paid staff and volunteers
<b>Hours:</b>	During playscheme: On site 9am to 5pm (including 30 mins unpaid for lunch) 6 days at Easter and 16 days during the summer holidays. (Although days could be flexible in consultation with other Managers) Additional hours to be worked in the lead up to each scheme: approx. 30 hours over two playschemes
<b>Salary:</b>	£12.50 per hour + holiday pay
<b>Location:</b>	St Francis School, Patchway Drive, Oldbury Way, Fareham, PO14 3BN

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### **Overall Purpose:**

- To be responsible for the overall on site management and delivery of the LUPS playscheme, in providing accessible play, cultural and leisure activities for children and young people aged 2-19 years old.
- To be responsible for managing the staff on-site.
- To provide a welcoming, stimulating and safe play environment for young people attending LUPS.
- To provide unobtrusive management and supervision of the daily activity within the scheme.
- To work alongside the Senior play workers, committee and trustees in providing resources and activities for LUPS, liaising with community partners, evaluating the scheme and participating in future planning.



## **Main Duties:**

1. To be responsible for and manage the day to day coordination and delivery of the LUPS playscheme as directed by the Management Committee.
2. To create and manage a play environment where young people can make choices, access a range of resources and be supported by a responsive and adaptable approach to their play.
3. To provide line management, supervision and leadership to all LUPS staff and volunteers.
4. To have an understanding and appreciation of the role of the playworker.
5. To assess and manage risk in the play and leisure opportunities delivered through a robust and considered approach to risk benefit assessments.
6. To ensure that the LUPS scheme is managed effectively through the implementation of policies and procedures for provision in accordance with best practice, health and safety and safeguarding.
7. To manage the administration of the scheme including keeping daily records to ensure the welfare of all young people and effective coordination of the scheme.
8. To provide overall leadership in managing and promoting positive behaviour of young people.
9. To work in partnership with and ensure effective communication with the Leisure Development Team and the school facilities management staff.
10. To communicate with staff and parents effectively to ensure the welfare of all young people attending the scheme.
11. To participate in safeguarding, first aid, LUPS training and induction prior to the start of the scheme.
12. It is in the nature of work with young people that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are expected to work in a flexible way when the occasion arises.



**Management Duties:**

- You are required to contribute to the safe working environment of employees, and public by ensuring that health and safety is effectively planned, organised, controlled and monitored within the scope of your responsibilities and to seek appropriate specialist advice through your line manager.
- You are responsible for ensuring that the spirit and specific obligations placed on all staff by LUP's Equal Opportunities Policy are met by staff for whom you are responsible. Where you are aware of potential breaches to this Policy then you must either, take action directly or seek advice from your line manager.
- As a Manager you are responsible, in the first instance, for the welfare of your staff whilst at work. Changes in an employee's performance, attitude, attendance etc should be raised confidentially with the employee and action, as necessary, agreed.

**Training and Development:**

Training and development opportunities will be provided as required prior to the scheme (where possible) and future training will be available as identified and appropriate.

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**Closing date:** 5pm Friday 6 July 2018

**Interviews:** to be held during the week commencing 9 July 2018

**Start date:** Sunday 23 July 2018

Please send your CV and covering letter to Juliet Gerard (Treasurer) Email: [treasurer@lups.co.uk](mailto:treasurer@lups.co.uk)

Criteria	Assessment Method (A, I, T or P)*	Essential or Desirable
<b>Qualifications and Training</b>		
NVQ Level 5 or equivalent in a play work, working with children related, youth related or teaching discipline.	A I	E
Safeguarding Children	A/I	E
First Aid	A/I	D
English GCSE or equivalent qualification/ excellent written English / literacy	A	E
<b>Knowledge and Experience</b>		
Have a working knowledge and minimum of two years direct experience of working with young people or children.	A/i	E
An understanding of the Playwork Principles	A/I/	E
An understanding of the importance of creating play environments which are child or young people led.	A/I/	E
Experience in coordinating and planning play opportunities	A/I	D
Experience of working with local communities.	A/I/	D
An understanding and appreciation of the differing needs and abilities of young people and children.	A/I	D
An understanding of inclusion in children and young people's activities.	A/IP	E
An understanding of the Every Child Matters Framework	A/I	D
Experience of managing a team of staff.	A/I	D
<b>Skills</b>		
Ability to communicate effectively and appropriately both verbally and in writing with a range of people including: children, parents and members of staff.	A/I	E
Ability to work under pressure and adapt to changing priorities	A/I	E
Experience and confidence in using a range of computer programmes, including Microsoft Office or similar product.	A/I	E
Ability to lead on the creation and delivery of innovative play opportunities for children and young people.	A/I/P	E
Ability to work alone but also to work with and motivate others in the team.	A/I	E
<b>Personal Qualities</b>		
Fun approach to inspiring children's play	A/I/P	E
Ability to relate to a wide range of people.	I	E
Adaptable and willingness to embrace challenges.	I	E
<b>Special Requirements</b>		
Enhanced Disclosure and Barring Service (DBS) Clearance (Post exempt from the Rehabilitation of Offenders Act 1974)	DBS	E
Prior knowledge and understanding of children/young people with a disability and/or additional needs	A/I	E
Prior knowledge/connection with LUPS	A/I	D

**A = Application Form**  
**T = Skills based test**

**I = Interview**  
**P = Presentation**