



Job Description

Position: Play Development Officer

Reports To: Play Manager

Salary: £20,000 - £22,000

Hours: 30 hours a week with a possible extension to 37.5hours

Location: Office based in Bristol, work across the South West and sometimes further a field

Purpose of Job

This is a busy and varied role that requires effective communication with both internal departments and external customers. You will be responsible for facilitating training, mentoring and consultation. This will involve working with all appropriate stakeholders predominantly within primary school, early years and play settings

There is also an aspect of networking and development required to support the organization to work in new areas with new partners.

Most of the work is currently to help improve play at school lunchtimes and other settings using the Scrapstore PlayPod. Key duties may develop and change as our understanding changes and new developments take us into new territory.

This role will also involve other duties supporting the organisation when required.

The successful applicant will be appointed subject to successful DBS checks and references.

Key Duties

- To deliver a comprehensive package of training for settings on play and use of the Scrapstore PlayPods, maintaining and disseminating an up to date knowledge of the play and early years developments.
- To mentor lunchtime staff, volunteers, community members and other enthusiasts in a range of Playwork settings.
- To develop and deliver a variety of short play training courses

- Provide professional and consistent advice, good practice and support at all times.
- To establish and sustain effective working relationships with settings in particular lunch time staff and head teachers or setting managers.
- To advise and support schools on all aspects of play development including policy development, risk benefit assessment and future planning of lunchtime logistics or grounds development etc.
- Help the schools and settings find solutions to issues which arise, ensuring that children's voices are heard.
- Communicate effectively with the school lead and mentors at all times. This includes a summary overview of the time you spent at the school or settings with recommendations for feedback to the school.
- To provide ongoing support to school who have Scrapstore PlayPods. Including the deliver of yearly visits to settings. Write a report on the visit and present these back to the school in an appropriate manner for that school (email, meeting etc)
- Facilitate and promote play opportunities, inclusive for all children.
- To raise the profile of play within the community.
- Be an advocate for the children's right to play, to be listened to and to be safe. To promote participation of young people with decision making bodies.
- To consult with children and young people on play opportunities they would like to develop and provide evidence of this process.
- To work in a reflective manner and encourage others to do so in the community
- To represent Children's Scrapstore at conferences and network meetings
- To support the delivery of Visual Play Audits
- To support the development and delivery of The Play Room and play session for event and partners

General

- Research and write small funding bids
- The employee will be largely self managing and will be expected to make the best or most appropriate use of time and resources available, with a reporting responsibility to the manager.
- To have good knowledge of all products and services offered by the organisation.
- To attend monthly supervision, a 3 month probation review and annual performance review.

- To be able to get yourself to site all over the South West. There will be occasional travel further away
- To attend and contribute to play team meetings, training and reviews when required
- To be flexible and adaptable to the needs of the organisation, project and customers
- Maintain systems to ensure the efficient management of information held in both computer and filing systems
- Ensure that Children's Scrapstore standards are met and that all policies and procedures are carried out
- This position may require you to work evenings, Saturday and other hours outside normal office hours as agreed.