

Join us to help improve the lives of disabled children and their families by becoming our next Fife Play Team Leader



Job Title: Play Team Leader	Reports to: Head of Operations
Location: Kirkcaldy	Hours: Alternate weekends, Saturday (9-5) & Sunday (9.30-5.30)

JOB PURPOSE

The Yard is an award-winning charity that runs adventure play services for disabled children, young people and their families in the east of Scotland. Since we opened in 1986, our services have grown significantly, but we will always retain our holistic approach and ethos of child-centred and child-led play services. In July 2016 we expanded our services beyond our Edinburgh base.

The purpose of this post is to supervise the development, planning and delivery of sessions in our new setting in The Yard Kirkcaldy. The successful applicant will be one of two Play Team Leaders who lead, supervise, and deliver, with other members of the Play Team, a range of inclusive social, recreational and adventure play-based activities both on The Yard’s premises in Kirkcaldy. We seek individuals who can initiate and support opportunities for children and young people that are innovative and engaging for the disabled children and young people involved, and truly led by their interests and needs.

ORGANISATIONAL STRUCTURE

Reports to the Head of Operations. Supervises playworkers and volunteers

KEY RESPONSIBILITIES

The role of the Play Team Leader is to supervise the services we run, and to ensure the following tasks are undertaken to the highest of standards:

1. To ensure the safety of the children within The Yard at all times. This includes the undertaking of fire safety responsibilities and drills, an awareness of allergies and the safe supervision of children when they are in our care
2. To ensure the safe arrival and departure of children. This includes maintenance of the daily register, including the online system
3. To engage children in creative play and the management of suitable activity plans for the different ages, abilities and interests of children
4. Liaise with the parents and carers of children and young people, schools and other organisations using The Yard’s services to ensure service satisfaction remains high, services reflect the requirements of all parties and provide a feedback point for concerns or suggestions
5. The supervision and effective management of play and volunteer staff, ensuring that there is adherence to all terms and conditions as outlined in the Yard’s policies and procedures
6. Provide ongoing support to staff in achieving their personal development goals in accordance with the Yard’s formal review procedure
7. To monitor team compliance with the Yard’s Policy on Equal Opportunities, Health and

Safety at Work and Child Protection

8. Effectively maintain a high degree of confidentiality in accordance with the Data Protection Act in respect to staff, clients and activities
9. To undertake any training which is identified by your line manager
10. Any other reasonable duties commensurate with the duties of a Play Team Leader
11. To disclose any changes in circumstances, including any convictions or cautions that would alter the terms of employment, and of the PVG Scheme

Implicit in this job description is the Scottish Social Service Council Code of Practice for all practitioners. These are to:

- Protect and promote the rights and interests of people who use services and carers
- Create and maintain the trust and confidence of people who use services and carers
- Promote the independence of people who use services while protecting them, as far as possible, from danger and harm
- Respect the rights of people who use services, while striving to make sure that their behaviour does not harm themselves or other people
- Uphold public trust and confidence in social services
- Be accountable for the quality of their work and will take responsibility for maintaining and improving their knowledge and skills

AUTHORITIES AND LIMITATIONS

Authority to purchase up to the limit of the delegated authority approved by the Board

KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCIES – PERSON SPECIFICATION

Essential qualities and experience:

- Holds SVQ Level 4 or equivalent qualification in line with SSSC registration requirements, or willingness to complete same
- Supervisory experience to include direct staff supervision, development and implementation of rotas and recruitment
- Excellent communication skills, both written and verbal
- Experience of working with children and young people with a range of disabilities
- Proven track record of implementing evaluation processes
- Leadership skills and team building capacity
- Fully competent in MS Office, including Ms Word, MS Excel and databases
- Excellent organisational skills and administrative abilities
- Ability to work flexible hours including weekends and evenings, in line with service requirements

Desirable qualities and experience:

- Knowledge and experience of facilitating indoor and outdoor play opportunities and environments and leading recreational activities
- First Aid at Work Certificate
- Elementary Food Hygiene Certificate
- Clean Driving Licence

Salary Range

- The salary range for this role is circa £22,000, pro-rata