

JOB DETAILS

Job title: **Play Worker (with driving)**
Reports to: Programme Lead / Operations Manager

INTRODUCTION

Smart Play Network is a dynamic, forward-thinking play organisation and charity supporting and delivering a range of play services in Scotland.

PlayTalkRead is a Scottish Government Early Years campaign that aims to encourage parents and carers to play, talk and read with their children every day, to give them the best possible start in life by providing the essential skills, motivation, and capabilities that make lifelong learning easier.

Smart Play Network is funded by the Scottish Government to deliver the PlayTalkRead (PTR) Roadshow across Scotland. The Scottish Government Campaign Parent Club brings together all their family support campaigns, including PlayTalkRead. To find out more about PlayTalkRead please visit the Parent Club website at www.parentclub.scot

OVERALL FUNCTION

We are recruiting for a Play Worker who will have driving responsibilities to join the PTR Roadshow. This post will form part of a new team within the wider service and focus on activities to support the early development of speech and language through play.

As part of our new playworker team, you will travel across Scotland to deliver sessions for children and families, ensuring that parents and carers receive evidence-based information about ages and stages of early language and communication development that they can directly link to guidance, tips, and activities that support their child at each stage.

You will work with partners to identify families most in need of this support, work with schools to deliver parent workshops, and work with the wider PTR team to promote the overall ethos PTR.

Session delivery will take place both indoors (in partner venues) and outdoors (utilising the project gazebos and tents). You will be responsible for the setup and pack away of each session, ensuring you have all the resources required to deliver a session that meets the needs of the families you are working with.

Together with the team you will plan and deliver a range of activities aimed at inspiring and supporting parents and carers to build attachment, confidence, and support for their child's development.

As a PTR Play Worker, you will also be expected to drive the project van throughout Scotland. You may be offered the opportunity to train to drive our larger vehicles if this is of interest. Full training will be given, but confidence in driving is key.

You must be comfortable traveling across Scotland and be prepared to frequently work away from home during tour delivery. Programme delivery is mainly Monday – Friday however some weekend attendance at events will be required. Access to your transport is essential.

This is an exciting opportunity for an enthusiastic person to make a positive impact on children and families in Scotland. You will be working with a dedicated and energetic team in a friendly and bespoke environment. Our roadshow is very well received by communities and this new role is a fantastic opportunity to expand on the great work already delivered by PTR.

SALARY AND HOURS OF WORK

The salary band is between £21,014 - £22,386 per annum and will be paid monthly by bank transfer, usually on or around the 25th of the month.

The post holder will work on a **full-time basis, 260 days a year** (including delivery days, travel days, office days, and training days). Some weekend and evening work/travel will be required as will regular attendance at the Edinburgh office. Working days and hours will vary depending on where the roadshow is delivering, in line with current working time legislation for mobile workers. A mileage allowance is provided to cover personal fuel costs if using your car. Accommodation and subsistence are provided by our roadshow policy.

This programme is new and for the time being, is offered on a **fixed-term contract until 31st March 2023**. This post will be offered subject to satisfactory references and a PVG check.

We offer an auto-enrolment pension scheme after three months of service and will contribute 3% of your salary costs in addition to your annual salary.

We also offer an enhanced sick pay scheme upon completion of your probationary service which increases with the length of service.

All staff can access free, confidential support through our Employee Assistance Programme.

A range of training opportunities is available relevant to the post on an ongoing basis.

PERSON SPECIFICATION

Essential criteria

- Experience of working with young children/babies and parents, including an understanding of the importance of early child-caregiver relationships
- Experience in engaging parents and carers in activities
- Excellent communication and problem-solving skills
- Friendly and approachable, with a positive outlook
- Ability to work on own initiative and be a strong team player
- Flexible and adaptable approach to work
- Confidence to facilitate safe and creative activities for families
- Confident driver and commitment to undertaking required driver training (if necessary)
- Awareness of Safeguarding Guidelines
- Competent IT and administration skills
- Commitment to partnership working and equal opportunities
- Commitment to the success and sustainability of the project
- Over 25 years old with a clean Category B UK driving licence held for a minimum of 2 years and have your transport (mileage reimbursed)

Highly advantageous criteria

- Relevant play work / early years' qualification or experience
- Experience of early speech and language development
- Experience of working with vulnerable families
- Experience of working with children and/or young people with additional support needs
- Understanding of the importance of reflective practice and evaluation
- Experience of planning activities to suit a wide range of participants
- Experience of a public-facing role
- Experience of keeping records and writing reports
- Understanding of the third sector

KEY TASKS & RESPONSIBILITIES

- Plan, deliver, and develop the play, song, and story sessions with speech and language development focus
- Promote the principles of PlayTalkRead to parents and visitors
- Enthuse parents and carers with free, simple activities
- Ensure all activities are age-appropriate
- Work alongside partner organisations to promote local services and initiatives
- Source cost-effectively play materials and monitor stock and resources
- Drive van to and from location
- Carry out daily van maintenance checks and report any issues
- Set up and pack away at indoor and outdoor venues
- Collect evaluation data for reporting purposes
- Ensure Safeguarding and health and safety policies and procedures are followed
- Ensure non-discriminatory practices at all times
- Assist with marketing, online meetings, social media content, and promotional work as needed
- Attend the Edinburgh office during non-delivery weeks and as required
- Any other duties as required by the Programme Lead / Operations Manager

The list of duties in the job description, current or later revised, is not to be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may be required of you. You are required to faithfully and diligently perform such duties (whether or not within the scope of your normal duties).

SUPERVISORY RESPONSIBILITIES

None.

SUPERVISION RECEIVED

Regular support and supervision meetings will be arranged with the Programme Lead and will take place in Edinburgh. Annual appraisal sessions will be arranged.

MONETARY RESPONSIBILITIES

None initially but may issue advanced expenses (petty cash) for project use.

OTHER RESPONSIBILITIES

In common with all SPN staff, the post holder will be expected to work by the aims of the SPN, and to observe the policy and procedures set out by the Chief Executive of the Charity.

The post holder will be expected to act by SPN's Equal Opportunities Policy.

It is expected that the post holder will uphold SPN's non-smoking work policy.

The post holder will be expected to assist with any reasonable administrative duty at the request of the line manager for the post.