



**Job Title:** Outdoor Play and Learning Development Manager

**Salary:** £27,000 Full time - £10,800 Pro Rata for 14 hours per week

**Location:** Remote working/home working/hybrid- Occasional travel to Possilpark/ Scotland

**Hours:** 14 hours per week, (This is a fixed term post until 31st March 2023, continuation funding pending) **workdays/hours are flexible over 2/3 days Monday to Thursday**

**Applications -** must be received by 9am, Thursday 28th July

**Shortlisting –** Shortlisted candidates will be notified Monday 1st August

**Interviews** – will be held on Thursday 4th August

**Post commences** – Monday 5th Sept 2022 with a 4-week induction (in person and online)

This post is funded through Young Start - A grants program run by the Big Lottery Fund, which is distributing money from dormant bank accounts and aims to create opportunities for Scotland’s children and young people aged eight to 24 to help them realise their full potential.

**About Outdoor Play and Learning**

In 2016, after community led consultation and design collaboration with local children, we fundraised and built ‘The Natural Play Area’. We have around 160 children registered to play and deliver 300 plus, play-based activities each year.

Over the last three years we have transitioned from externally contracted play rangers to our own team of 3 part time Outdoor Play and Learning youth workers and 5 sessional Outdoor Play and Learning youth workers. We also have big plans - our current play area has become too small for all the kids who want to play – we have ambitions to take over a large plot of Vacant land next to our current site, and to work with the Children and our community to develop this into a purpose-built adventure playground and outdoor play and learning hub

**About You**

Do you enjoy developing projects and people? We are looking for an experienced, dynamic, motivated person to work hand in hand with our Play Delivery Manager to develop and grow our sustainable and Innovative Outdoor Play and Learning service for the children and families of Possilpark and the wider Canal ward communities.

* We want someone who is passionate about community development, outdoor play and the essential role this has in children and young people’s lives.
* We want someone who is passionate about development of projects, people, policy and process.

**Key Job Duties**

**Reports to:** The Concrete Garden Management Committee and CEO

**Works in partnership with:** Play Delivery Manager

**Leads and supports:** Operational and Strategic Project Development –Staff - Volunteer Development

**Co-Manages:** Partnerships, Contracts, Grants, Service level agreements, service development

* Manage Outdoor Play and Learning in partnership with the Play Delivery Manager
* Provide strategic leadership -support, supervision, training, and guidance, to our team of Outdoor play and learning Youth Workers.
* Lead on the development of process, procedure, policy, and strategy for our program of child led outdoor play sessions in partnership with the Play Delivery Manager
* Support the Delivery Manager to lead and manage play opportunities that take place in challenging and safe environments and meet all the appropriate health and safety standards
* Manage/co-ordinate play project logistics in partnership with the Delivery Manager
* Lead on strategic funding plans, grant submissions, income generation proposals and impact measurement reports with support from the Delivery Manager.
* Manage complex, multi grant budgets and maintain accurate financial records and forecasts in partnership with the Delivery Manager
* Develop/Maintain robust finance and expenses cash procedures across play staff team.
* Develop project process/policy and practice to ensure Young People’s voices are heard, and their opinions/choices are evidenced and acted upon when shaping future play ideas and activities.
* Ensure that Play Development is always child led or based in a co-creation environment, which stimulates children’s play and maximizes opportunities for a wide range of play experiences
* Develop process/policy/guidance for on the ground risk and risk assessment processes, support the Delivery Manager to implement policy/process, and undertake reviews of risk and risk management. Develop policy/process/guidelines around dynamic risk assessment for play – work with the Delivery Manager to monitor - review and update regularly.
* Develop and design process/policy/guidance for maintenance and structural safety – equipment conditions and repairs. Work with the Delivery Manager to develop robust records of maintenance needs - work with the CEO and Board to identify and prevent potential safety issues.
* Work in partnership with the Play Deliver Manager and other project leads to nurture new and existing relationships with local organisation who work with children
* Seek opportunities to expand, create or build new play services/ facilities in line with identified community need - through the creation of partnerships and income streams.
* Second Child Protection Officer (CPO), Leading on development of process and policy - working with the Delivery Manager (Lead CPO) and Trustee (CPO) to ensure robust safeguarding process and procedures
* Implement and regularly review the safeguarding and child protection policy/process set in place by the Development Manager.
* Ensure all staff – volunteers – adults and the public - operate within professional boundaries at all times during Play or when developing and maintaining relationships with children, young people and the wider community
* Work with the Delivery Manager to ensure robust policy, procedure and training plans are in place for staff and projects.
* Develop, design, review and update Impact Measurement Plans - support the Delivery Manager to implement these, record and maintain impact and data information, populate evaluation and monitoring forms
* Support the Delivery Manager to produce Impact measurement reports to funders, CEO and Board of Trustees.
* Work closely with ‘The Back Garden’ urban growing & community development worker to co-ordinate opportunities for families and children to gather for outdoor learning and fun through family gardening, outdoor play sessions, outdoor cookery sessions and family orientated events
* Develop the project finding ways to support a program for young volunteers. Implement volunteer programs, opportunities, rewards and accreditation or recognition for young people.
* Develop and support adult volunteer roles that support Outdoor Play or project development in partnership with our Volunteer Project Co-Ordinator
* Lead on day-to-day social medial management. Co-produce marketing material (both online and print) for the play program with the Development Manager
* Work with the Development Manager, Project Manager, Trustees, and wider community focus groups to identify need and issues affecting children & young people in Possilpark.
* Implement appropriate play work practice to help meet those needs. Co-produce and feed into Development Managers strategic outputs in conjunction with relevant local and national agencies, community groups, housing associations, other services.
* Continue to establish the Natural Play Area as a vital community asset, providing a vibrant outdoor space for Children to play outdoors and in Nature
* Go out into the community, strengthen connections, raise the profile of the play area, and gather useful information to improve our services based on what people need and want.

**PERSON SPECIFICATION**

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| **Personal Qualities** | |
| You must be a playful, positive role model for young people who believes in and recognises their potential and the power of play. | **Essential** |
| **Experience** | |
| Minimum 2 years managing a youth service and staff team | **Essential** |
| Proven experience of working with young people from nursery and beyond in a range of settings, including outdoors work | **Essential** |
| Forest School, or Outdoor education accreditations | **Desirable** |
| Proven experience of engaging vulnerable, disengaged or hard to reach young people | **Essential** |
| Experience of safeguarding and the development of Child Protection policies and procedures | **Essential** |
| Experience of managing and motivating a team, including paid staff, trainees, youth workers, placement students and volunteers | **Essential** |
| Experience of developing and implementing monitoring and evaluation processes for children and young people | **Essential** |
| Experience of planning and delivering outdoor activities | **Essential** |
| Knowledge of Youth Awards schemes; youth volunteering, experience or interest in leading groups through their awards | **Desirable** |
| Experience working in partnership with external agencies | **Essential** |
| Ability to support and contribute towards grant funding or income generation activities. | **Essential** |
| Experience of managing multiple funders and budgets . | **Essential** |
| **Educational / Vocational Qualifications** | |
| A relevant qualification in community education or youth work or proven skilled ‘in work’ equivalent | **Essential** |
| **Skills** | |
| Excellent communication and interpersonal skills, both written and verbal with both young people and adults | **Essential** |
| Ability to engage staff, volunteers and young people through inspirational play work and collaborative working practices | **Essential** |
| Strong commitment to young people and ability to engage and build positive relationships with disengaged young people | **Essential** |
| Ability to plan and deliver play work activities, including residential trips, excursions, holiday programs, special interest activities and events | **Essential** |
| Ability to engage and develop groups of volunteers | **Essential** |
| Strong organisational skills and confidence with planning processes; ability to diligently maintain risk assessment, consent and evaluation documentation | **Essential** |
| A positive growth mind-set; willingness to undertake and deliver team training and support colleagues in their professional development | **Essential** |
| Good IT skills, including design, social media and website management | **Essential** |
| **Knowledge** | |
| Knowledge of the issues affecting young people and an ability to work with challenging behavior and complex needs | **Essential** |
| Knowledge of monitoring and evaluation within youth work | **Essential** |
| **Special Requirements** | |
| A willingness to work unsociable hours (school holidays, evenings, and weekends) | **Essential** |
| PVG clearance and committed to Safeguarding children | **Essential** |
| We are committed to the community we work in, so would particularly welcome applications from candidates living in or from the Possilpark or wider North Glasgow Area | **Essential** |