



Job Description

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| Job Title: | Programme Lead |
| Programme: | Community Play and Creative Participation |
| Location: | ELPA's office is in Tranent, but the project is delivered across East Lothian |
| Report to: | ELPA Trustees |
| Hours: | 16 – 24 hours per week (negotiable) to the end of June 2023, with strong possibility of extended funding. Some hours will be after school, at weekends or during school holidays. |
| Salary: | £32,175 (pro rata based on a 37.5 hour working week; £16.50 per hour) |

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1. Join #TeamELPA as our Programme Lead for Community Play and Creative Participation

ELPA is seeking a creative, experienced and play-oriented person to lead our *Community Play and Creative Participation* programme. It's a role full of opportunities to experiment, put creative ideas into practice, build relationships with children and foster children's expression of their own ideas and views.

This *Community Play and Creative Participation* programme is made up of play projects in local communities each designed around:

- open access, inclusive, free-play opportunities especially outdoors, all-year round
- creative participation enabling children's views, experience and ideas to be freely expressed.

The programme is delivered in partnership with local communities across East Lothian (many within SIMD areas) and is funded locally or through national funds.

Currently the programme includes:

- 'What makes a play friendly community?' Play Rangers+ in Whitecraig with an opportunity to collaborate with a PhD researcher, make a film and assist children to host a local event
- Preston Seton Gosford (PSG) Play Rangers and Pop Up Play with an opportunity to create an Outdoor Play Map of the local area and assist children to present it to the community
- Our outdoor community Play Rangers sessions supported by Inspiring Scotland before, during and after Covid.
- Our partnerships with East Lothian Libraries Service for PlayJam, and our brand-new project with CanDo to delivery local, inclusive outdoor play accessible to disabled children and children with complex care needs.
- PlayParkSparks a project exploring the potential of local green space as inclusive, community space for all.

2. The ELPA approach – we believe in collaboration

ELPA believes in collaborative approaches and aims to nurture a supportive environment to share and develop ideas, and to implement projects. We are organised as a Delivery Team and a Development Team (programme leads) but both teams work closely together.

The role of *Community Play and Creative Participation* Programme Lead will be supported within ELPA's development team through project meetings, staff meetings and support and supervision.

The postholder will lead the project with a team of sessional Senior Play Rangers and Play Rangers who are experienced and skilled in delivering community-based opportunities and innovating with creative, child-led approaches.

The Programme Lead can call on other team members for assistance with specific tasks, for example writing project resources, participating in project meetings, communications, planning and assistance with running sessions and training. They will also have the opportunity contribute to other programmes, currently our Erasmus+ European project on Loose Parts Play and our Play Partnerships programme.

The ELPA team has developed a distinctive approach which is child-led, responsive and respects children's rights, with a focus on article 31 of the UNCRC, especially the right to play. We are looking for someone who will enjoy working in this environment and help ELPA to innovate, experiment and deliver consistently high standards.

3. Budgets

The postholder will manage a budget for resources, creative outputs and events, as set out in project outlines.

4. Outcomes

Most of ELPA's activities including the ***Community Play and Creative Participation*** programme work towards achieving the following outcomes:

- Children have more opportunities to play, both indoors and out, leading to improved health and wellbeing outcomes.
- Children and families become more aware of the benefits of play.
- Communities value and support play opportunities for children and young people.
- Children and young people are listened to and their views on playing and free time taken into account
- Adults who work alongside children feel confident and knowledgeable in supporting and facilitating children's play.

5. Role description for ELPA Programme Lead

In summary, the **ELPA programme lead** is responsible for:

- development and delivery of ELPA's ***Community Play and Creative Participation*** programme (including some direct delivery of sessions by the post holder)
- management, support and supervision of sessional Senior Play Rangers and Play Rangers
- project management (see below)
- documentation, evaluation and reporting.

Project management

- Organise delivery across various project areas and community settings (for example, play ranger project, play sessions, summer programme, inclusion work).
- Work with the ELPA team to design creative ways for children to participate in projects and ensure children's voices and ideas inform ELPA's projects and approach.
- Plan and support delivery of creative, participatory activities related to children's right to play and play-friendly communities.
- Plan, deliver or source staff training and development activities.
- Provide one-to-one support and supervision for programme staff and facilitate opportunities for peer and group support.
- Involve staff in planning and decision-making, cultivating ELPA's collaborative approach.
- Manage project budgets, with support from ELPA's administrative officer, and ensuring funding and reporting requirements are met.
- Create staffing rotas for delivery of sessions and project work.
- Approve team payroll and expenses every four weeks.
- Document the programme and ensure any information, images and materials gathered are held safely and appropriately under ELPA's data protection guidelines.
- Be proactive about alternative and creative approaches as needed to deliver the project in changing circumstances (for example, due to factors such Covid-19 and extreme weather)
- Work alongside others in the ELPA team to develop and review policies and procedures and support their use by the delivery team.
- Take lead responsibility for evaluation of work and reporting to funders.
- Respond to queries and discuss potential pieces of work or collaborations with partner organisations, including delivering training for external organisations and partners.
- Contribute to development of funding applications and activities.
- Promote ELPA to outside organisations to generate funds and foster collaboration and partnerships.
- Participate in ELPA meetings – Core Management Group, project meetings, full staff meetings, Trustees meetings etc.
- Represent ELPA at various events and meetings with project partners and funders.
- Any other duties deemed suitable for the grade of post.

6. Person Specification

ELPA expects Programme Leads to be:

- **proactive** – look ahead, be conscious of milestones and deadlines, look for opportunities
- **problem-solvers** - notice challenges on the horizon, be creative and open to looking for solutions, support colleagues to manage challenges positively
- **collaborators** – actively seek views, listen to others, be prepared to take advice
- **role models** – demonstrate principles in practice, expect high standards.

Essential skills and knowledge

- Knowledge and understanding of children's right to play
- Experience of managing a small team and project management
- Experience of using loose parts, natural, recycled and flexible materials creatively for play with children and adults, particularly outdoors
- Experience in play, arts or creative fields
- Knowledge and experience of participatory approaches
- Knowledge of, and commitment to, equal opportunities and anti-discriminatory practices, working within diverse communities
- A qualification at SCQF level 8 or above in a relevant area such as Early Learning and Childcare, Playwork or relevant transferable experience
- Ability to work flexibly and creatively in changing circumstances, including in relation to Covid-19 or extreme weather
- Experience and knowledge of risk management (including risk-benefit assessment) and health & safety legislation and guidance as it applies in play settings
- Excellent communication and interpersonal skills
- Ability to make written, verbal, visual reports on the project and its outcomes
- Ability to work on own initiative and to organise and prioritise own workload (some flexibility will be required for weekend or evening activities or meetings)
- Ability to maintain and update records and provide reports on the project for monitoring and evaluation purposes, including experience of creative evaluation approaches with children
- Ability to manage budgets and other aspects of financial planning and administration
- Ability to gather evidence of outcomes and benefits
- Understand the importance of confidentiality and observe data protection guidelines.

The preferred candidate will be required to become a PVG Scheme member or undergo a PVG Scheme update if they are already a member.

Desirable

- Experience of working with children with additional support needs and children whose voices are less frequently heard
- First Aid certificate
- Good IT skills
- Up to date Child Protection Training
- Familiarity with Scottish Government policies and strategies relating to play, children, well-being, and engagement with parents
- Driving license.

7. East Lothian Play Association

ELPA promotes a culture of play in East Lothian and in 2020 was proud to receive an international award for our work to support children's right to play during COVID-19. This added to our National Play Award win in 2019, for Positive Support for Play. ELPA is a partner in two European play projects, one with a focus on Loose Parts Play and the other an academic programme investigating inclusive play and play spaces. You can find out more about these on the ELPA website. www.elpa.org.uk

The ***Community Play and Children's Creative Participation*** programme contributes to ELPA's objectives, as set out in our Playful Futures Strategic Plan 2019-2024:

1. We will be a voice across all East Lothian for the importance of play.
2. We will be an established provider of training and consultancy for play.
3. We will have a sustainable organisational structure.

8. Deadlines and interview dates:

Applications should be sent to audrey@elpa.org.uk and received by 9am on Friday 26th August 2022.

Interviews will be held on Monday 5th September at the Fraser Centre, Tranent, East Lothian.

If for any reason you require an online interview or an alternative date, you will have the opportunity to indicate this at the time of application.

For any enquiries and a Application Form, please contact Audrey at audrey@elpa.org.uk