

JOB DETAILS

Job title: **Play Worker (with driving)**
Reports to: 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 which 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 of their family support campaigns, including PTR. To find out more about PTR please visit the Parent Club website at www.parentclub.scot

OVERALL FUNCTION

We are recruiting for a Play Worker Driver to join the PlayTalkRead (PTR) Roadshow. As part of our play worker team, you will travel across Scotland to deliver sessions for children and families on our range of customised vehicles. The main aim of PlayTalkRead is to promote positive parental engagement. We achieve this through the four strands of our roadshow:

1. Bookable and drop-in family sessions on our vehicles which enable us to reach families across all 32 local authorities in Scotland.
2. Partnership sessions within Early Learning and Childcare settings with a focus on activities to support the early development of speech and language through play.
3. Attendance at Events allow us to reach a wide range of families whilst supporting our partner organisations.
4. Sensory Tours meet the needs of babies, children and young people up to the age of twelve with additional support needs and their parents, carers and practitioners.

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 their child's development.

As a PlayTalkRead Play Worker you will also be expected to drive / learn to drive our converted box van and the project vans throughout Scotland. Full training will be given, but confidence in driving is key.

You must be comfortable travelling 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 own 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 the role is extremely rewarding.

SALARY AND HOURS OF WORK

Salary band is between **£21,706 - £22,706** per annum will be paid monthly by bank transfer, usually on or around the 25th of the month. A salary will be increased by £1,000 following the completion of your 6 months' probationary and any training required to drive the project vehicles.

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 delivered, in line with current working time legislation for mobile workers. A mileage allowance is provided to cover personal fuel costs if using your own car. Accommodation and subsistence are provided in accordance with our roadshow policy.

This programme is funded on an annual basis; therefore this is a **fixed-term contract until 31st March 2024**. This post will be offered subject to satisfactory references and a PVG check.

We offer an auto-enrolment pension scheme after 3 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 length of service.

All staff are able to access free, confidential support through our Employee Assistance Programme.

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 driving HGV Vehicles
- 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 play, song and story sessions
- 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 play materials in a cost effective manner and monitor stock and resources
- Drive vehicles to and from location
- Carry out daily vehicle maintenance checks and report any issues
- Set up the vehicle prior to delivery and help to clean after closing
- 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 Operations Manager or Senior Play Worker

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 Operations Manager 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 in accordance with 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 in accordance with 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.

SPN/LF