

JOB DETAILS

Job title: **Play Practitioner**
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) programme across Scotland. The Scottish Government campaign Parent Club brings together all of their family support campaigns, including PTR.

OVERALL FUNCTION

We are recruiting for a Play Practitioner to join our PlayTalkRead (PTR) team. As part of our play team, you will travel across Scotland to deliver sessions for children and families on our range of customised vehicles and within early years' settings. The main aim of PlayTalkRead is to promote positive parental engagement and to support the development of early speech, language and communication through playing, talking and reading together. We achieve this through the four strands of our delivery programme:

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. Bespoke Community Outreach tours specifically designed to meet the needs of vulnerable groups, children with additional support needs and refugee families.

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 Practitioner you will drive our fleet of vans as part of your role. You will also be offered the opportunity to drive / learn to drive our converted box van throughout Scotland. Full training will be given if you choose to take up this opportunity.

You must be comfortable travelling across Scotland and be prepared to frequently work away from home during tour delivery for up to 4 nights per week. Programme delivery is mainly Monday – Friday however some weekend attendance at events will be required.

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 programme is very well received by communities and the role is extremely rewarding.

SALARY AND HOURS OF WORK

Salary for those who undertake our driver training: **£25,646** per annum

Salary for those who do not wish to undertake our driver training: **£24,646** per annum

Monthly salary paid by bank transfer, usually on or around the 25th of the month.

The post holder will work on a **full-time basis**, 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 sessions take place and we have a robust TOIL system in place to offer flexibility and to offset any additional hours worked. A mileage allowance is provided to cover personal fuel/public transport costs to reach delivery locations. Mileage cannot be claimed on office days when you attend our Edinburgh office. Accommodation and subsistence are provided in accordance with our roadshow policy.

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
- 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
- Ability to regularly stay away from home
- Confident driver with ability to drive our fleet of vans
- Over 25 years old with a clean Category B UK driving licence held for a minimum of 2 years

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 programme vehicles to and from location
- Carry out daily vehicle maintenance checks and report any issues
- Set up the vehicle/indoor/outdoor space 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 Programme Coordinator or 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 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