



Team Leader Manager Application Pack

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Welcome

Thank you for your interest in joining our friendly and dynamic team! We hope this pack provides the information you need to decide if you wish to apply for the role. However, if you have any questions, please do contact Laura Campbell: laura@playmidlothian.org.uk or 07792 402316.

About Play Midlothian

Play Midlothian is a registered charity (no. SC025474) working to support children to thrive through play. We focus on play because we know how much this benefits children's health, wellbeing and development. It is important for their lives in the here and now as well as for their future life chances. We strive to remove barriers to play, and address inequalities, to ensure all children have access to play that meets their needs. We provide services for children and families and build the capacity of communities to support play. This includes training and development opportunities for other settings, including schools. We are also a partner in the Midlothian Play Strategy, which takes a strategic approach in planning for and promoting play locally. We have an office base at the One Dalkeith Business Hub in central Dalkeith, but deliver services throughout Midlothian, and if commissioned, beyond. You can find an overview of our current services, and our approach to play, on our website.

The Team Leader Role at Play Midlothian

The Team Leader role is central to ensuring our services run smoothly and to a high standard, enabling children to thrive through play. This is a practical management role, combining the day-to-day coordination of services with hands-on delivery.

Play Midlothian uses a range of delivery models, but all are based on playwork practice and self-directed play. Our services overlap with family support, youth work, outdoor learning, and inclusion work with children and young people with disabilities.

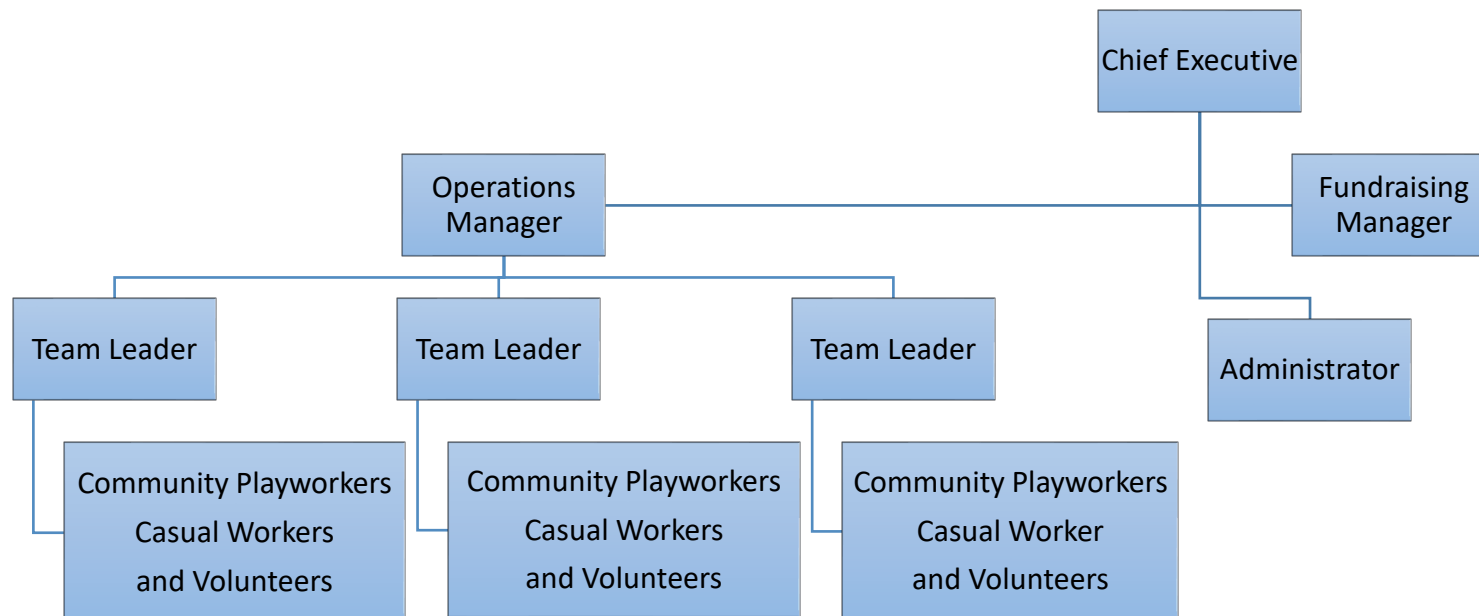
The Team Leader line manages our Community Playworkers, Casual Playworkers and volunteer helpers, providing guidance, support and supervision, while ensuring that each service is safe, effective and engaging. They act as the bridge between service delivery and the Operations Manager, who provides senior oversight. The Operations Manager will handle disciplinarys and grievances and provide support on all aspects of person management. Play Midlothian also has HR advisors on board to help with any staff related matters arising.

Key aspects of the role include:

- Leading and supporting play sessions.
- Coordinating rotas, resources and play resources budget for services.
- Supporting the team to use reflective practice.
- Managing risk and safeguarding at service level.
- Building relationships with children, families, communities and partner organisations.

This is a fantastic opportunity for someone with play or youth work experience who is ready to take the next step into management – or who already has management experience in a play setting and is keen to grow further.

Staffing Structure



Job Description Summary

Hours: 22 hours per week

Salary: £25,165 - £27,225 pro rata (35 hour FTE)

Responsible to: Operations Manager

Line manages: Community Playworkers, Casual Playworker and Volunteer Helpers.

Job purpose: To coordinate and deliver high quality services in accordance with Play Midlothian's objectives, enabling children to thrive through play.

Key job outcomes (please also refer to the full job description document):

1. **High quality support for service users** – Ensures children, young people and families receive tailored, supportive and inclusive play opportunities.
2. **Play knowledge shared with communities** – Raises awareness of play and delivers training and resources to build community capacity.
3. **Effective and efficient service delivery** – Manages practicalities such as rotas, session decisions and small delegated budgets.
4. **Safe and well-managed play sessions** – Leads on dynamic risk-benefit assessments and supports the team to develop risk awareness.
5. **Support and supervision for play team** – Facilitates reflective practice, identifies learning needs, and ensures high quality delivery.
6. **Capturing participant voices** – Implements evaluation methods, observes sessions and helps shape services through user feedback.

Other responsibilities:

- Any other duties relevant to the responsibilities of the post as delegated by Play Midlothian management.

Person Specification (please also refer to the full person specification in the job description document)

Qualifications and experience

- Educated to HND level (SCQF level 8 or equivalent).
- Qualification in playwork or youth work (desirable but not essential).
- Experience in a play setting as a practitioner or manager.
- A member of the PVG scheme for children (this can be applied for before taking up the position).

Key skills and competencies

- **Playful:** Enjoys play and can join in without taking over.
- **Reflective practice:** Able to analyse situations, problem-solve, and support learning.
- **Communication:** Strong written and verbal skills; able to build positive relationships with children, families, communities and colleagues.

- **Flexibility:** Confidence to work across varied services, groups and times.
- **Planning and organisation:** Systematic, pragmatic and detail-oriented in managing workload.
- **Resilience:** Calm under pressure; adapts well to challenges.
- **Self-motivated:** Uses initiative and enjoys responsibility.
- **Teamwork:** Confident in guiding team while working collaboratively.
- **Values-led:** Shares Play Midlothian's ethos and applies it in practice.

What We Offer

As part of our commitment to our staff team, we offer:

- A supportive and welcoming working environment.
- Opportunities for training and professional development.
- A varied and rewarding role, with the chance to make a real difference to children and families.

Staff benefits:

- Enhanced sick pay.
- Employee Assistance Programme (EAP) - a work-based, confidential employee benefit providing support and resources for personal and work-related challenges that affect employees' health, wellbeing, and performance.
- Hybrid Working Policy. Note* play sessions are always in person and mainly outdoors. Admin associated with the role can be completed at home.
- Holiday entitlement of 32 days (pro rata). This is inclusive of bank holidays and can be taken flexibly.