

Cambridge Joint Playschemes

Registered Charity No. 1045987

Job Description and Person Specification

Title PLAYScheme MANAGER

Responsible to Trustees of Cambridge Joint Playschemes

Purpose of the Job:

To work with the support of the Charity Trustees in planning, organizing and developing playschemes and leisure activities for children with moderate to severe learning disabilities.

To lead and manage within the resources of the organisation, the provision of high quality playschemes and activity clubs for children aged 8 - 19 years of age with moderate to severe learning disabilities who live in Cambridgeshire, North Essex and South Suffolk.

To manage the operation of the Charity's Playschemes, its staff and resources to meet its objectives as stated in the Constitution of Cambridge Joint Playschemes.

To liaise and cooperate with statutory and voluntary agencies to achieve the aims and objectives of Cambridge Joint Playschemes.

To be aware of and to ensure the Charity complies with relevant legislation including the requirements of the Charity Commission and maintenance of appropriate policies and procedures.

To meet the contractual requirements of relevant funding, financing and grant giving organisations.

To liaise with the Trustees, in particular the Trustee responsible for Financial Matters, as required regarding Budgetary and other financial information.

To liaise with the Trustees on fund raising and funding Bids and work with Trustees to identify additional funding opportunities.

To maintain an accurate database of staff and children. Including records of all DBS checks for Trustees and Staff. To work with the Trustees to make sure all enhanced DBS checks are processed for staff before working on the Play Schemes.

To recruit, line manage, lead and support the playworker staff and arrange appropriate staff training. Where necessary liaise with appropriate Agencies to source staff.

To risk assess premises, activities, outings, children or ensure staff undertake such risk assessments and ensure all risk assessments are reviewed on an annual basis and records and findings are shared with the Trustees and retained.

To ensure adequate information is obtained about children accessing CJP services to ensure that they are safe and that any behavioral issues can be minimised and their individual needs met.

To ensure the smooth running of Playschemes and Activity clubs including allocating Play Scheme places to parents and carers who request places.

To prepare any reports asked for by the Trustees.

As the role is home based, to maintain in good order appropriate paper and electronic records using the equipment supplied for the role. To maintain such records so as to be fully compliant with GDPR regulations and appropriate levels of confidentiality in accordance with CJP Policies.

Key Tasks:

- 1) Be responsible for the booking of places on the Playscheme, liaising with the parents of children with disabilities wishing to attend a Playscheme run by Cambridge Joint Playschemes and the processing of all applications
- 2) Liaise with Trustees over expenditure and input into budgets
- 3) Liaise with professionals involved with the children in order to ensure as full a picture as possible of the child's needs
- 4) Monitor, evaluate and develop the playschemes in consultation with the Trustees
- 5) Attend all management committee meetings and prepare and circulate reports as required.
- 6) Securely maintain an accurate database of children attending the playschemes, their carers and other necessary information
- 7) Securely maintain an accurate database of temporary staff who are available to work for the Play Scheme
- 8) Have an understanding of relevant legislation and draft/update policies/procedures as necessary and implement ensuring staff are made aware of and have made available to them copies of the policies and procedures.
- 9) Communicate effectively with Trustees, Staff, parents/carers, children and fellow professionals

- 10) Undertake all necessary tasks connected with the running of the children's service including:
- a) Processing referrals of children, in accordance with our allocation procedures, including home assessment visits
 - b) Being responsible as the Designated Safeguard Officer
 - c) Being aware of any very specific needs of any child attending CJP Services.
 - d) Undertake relevant training and assessments to ensure specific needs are met (e.g. Epilepsy management, Gastrostomy and Naso Gastric feeding, First Aid training)
 - e) When the scheme has sufficient funds available to support transport, organising the transport arrangements for children attending the schemes and liaising with the transport company, ensuring that there are sufficient/competent staff on each minibus to safely meet the needs of all children/young people. Notifying parents/carers and staff using transport of bus timings and locations.
 - f) Processing and maintaining all paperwork with regard to children and staff attending the playschemes
 - g) Organising staff recruitment, induction, supervision and training as necessary to ensure the staff members operate effectively and in accordance with all required policies and protocols.
 - h) Liaise with the Trustee responsible for enhanced DBS checks to make sure all DBS checks are carried out in a timely manner and before staff can work on the Play Scheme.
 - i) Manage the staff in the delivery of Activity Clubs and Playschemes to ensure high quality delivery of our services and all appropriate safeguarding procedures and protocols are followed.
 - j) Monitor equipment for the schemes and, in consultation with the Committee, and the Co-ordinators, update equipment for the schemes within budgetary constraints
 - k) Monitor and evaluate CJP Services ensuring parents, children and staff feed into the process. Playscheme Manager to work with the Social Media Consultant and Trustees to send out regular questionnaires to parents

and children/young people to understand levels of demand for particular activities of the play scheme and gauge overall levels of satisfaction with Play Scheme services

- l) To work with the Social Media Consultant to make sure information is shared regularly via the website, Facebook and WhatsApp with Parents/Carers about progress with Play Schemes and planned future dates and activities. Also update appeals via social media for play scheme worker recruitment etc.

- m) Take a lead on identifying potential Grant sources and creating grant applications. Work with the Trustees to complete and submit grant applications. Work with the Finance Trustee and Finance Manager to compile the financial information needed for grant applications.

- n) Reporting to the Trustees and the Chair or Secretary and keeping them informed of Funding and Activity Club and Playscheme progress.

- o) Participating in training as required to keep knowledge up to date on relevant legislation and protocols.

- p) Being based full time in the playschemes location (normally Granta School, Linton) when they are running in order to oversee and manage the smooth running of the schemes. Typically 3 days at Easter and 2 weeks during summer (The Playscheme Manager is not expected to have a hands on role during the playschemes unless an emergency staffing issue arises)

- q) Undertaking any other duties as may be reasonably required by the Trustee Management committee

This job description may be altered in consultation with the post holder, normally at the annual appraisal

Confidentiality: You are required not to disclose any confidential information relating to the service or to any child attending the playschemes.

The Rehabilitation Of Offenders Act 1974 (Exceptions) Order 1975 does not apply and therefore details of any criminal record must be disclosed

The appointment is subject to a DBS Enhanced Disclosure and references .

Other requirements: The Charity takes Child Protection and the Safeguarding of children very seriously and all applicants must provide two current references, a full employment history and undertake a face to face interview.

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Terms of Employment Playscheme Manager

Place of Employment: The Charity does not have a permanent office (the office was surrendered in order to save costs). **Therefore it is a home based role.**

Facilities will be provided for the Playscheme Managers home working location to ensure CJP papers electronic records can be stored securely. In addition, off-site storage facilities are provided for play equipment and non-current records and paperwork in a secure storage facility (currently in Haverhill). When the Playschemes are running the Playscheme Manager will use the Playscheme premises as a base rather than the office (This is currently at Granta School, Linton).

Hours of employment: Currently 14 hours per week but rising up to 40 during the running of playschemes when full attendance is required every day and also as the workload increases in preparation for a Play Scheme. Additional hours beyond this may be required occasionally, particularly in connection with the planning and setting up of playschemes. On average over a year the total hours are expected to be an average equivalent of 21 hours per week. Overtime hours to be budgeted in advance and approved by the Trustees.

Recording of Hours: Employee will be required to complete a timesheet summarising key activities each week. This is to help monitor the Play Scheme Managers workload and will also be used as a basis for paying for the additional hours worked above and beyond the 14 hours per week, particularly during the build up to and management of the Play Scheme.

Attendance at Trustee Committee meetings is required. These are held every 6 – 8 weeks, usually in the evenings either in person or on-line. Playschemes are typically run for 3 days during Easter school holidays and 2 weeks during summer school holidays.

Transportation will be required to fulfil the Playscheme Manager Duties. This could be in the form a the Playscheme manager having their own driving licence and access to a vehicle but other types of access to transportation may be acceptable.

Annual leave: 10.5 days based upon 14 hours working week (pro rata). Because of the nature of the post, annual leave may not be taken when the Playschemes are running or during the week before the Playschemes are to be held.

Salary: A competitive salary based on experience to be reviewed annually at the time of the annual review. Current salary expectations are £15 to £20 per hour depending on experience

Pension: Qualifying Workplace Pension under auto-enrolment

Training: In-service training and other learning opportunities. In particular relating to additional skills needed to support the Play Scheme management operation and Children who attend (e.g. First Aid Training, Safeguarding update training, Child Handling techniques Training, Peg Feed Training)

Overtime: Overtime must be expressly agreed by the Trustees in advance and evidenced by completion of timesheets. This is particularly important in the build up to and running of the holiday play schemes in order to manage budgets appropriately. Requests for additional overtime hours to prepare the schemes will not be unreasonably withheld by the Trustees.

Expenses: Travel expenses for travel costs incurred whilst on charity business will be reimbursed at the rate of 45p per mile in line with HMRC policies. Other expenses will be paid subject to Trustee approval in advance.

Notice: One months-notice by either party

Conditions: Appointment subject to an Enhanced DBS Disclosure and 2 satisfactory references in settings involving childcare.

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PERSON SPECIFICATION FOR THE POST OF MANAGER

Essential:

- a) Minimum Level 3 Child Care qualification and 2 years experience in a child care setting
- b) Ability to deliver and commitment to the aims of providing high quality leisure activities for children and young people with disabilities
- c) Excellent organisational skills and leadership skills
- d) Ability to work at home and under their own initiative without day to day supervision
- e) Ability to recruit, manage, support, train and motivate a large playworker staff team
- f) Ability to communicate with existing and potential staff, parents/carers service users, fellow professionals
- g) Ability to work under pressure and prioritise work
- h) Ability to support the identification and securing of potential sources of funding
- i) Ability to deliver to set standards
- j) Ability to ensure compliance with relevant legislation and regulation
- k) Ability to produce reports and information within given deadlines,
- l) Enthusiasm and self-motivation
- m) High degree of flexibility
- n) Initiative and drive

- o) Mature attitude
- p) Experience of monitoring and Evaluation
- q) An understanding of Budgetary constraints, financial controls and finance
- r) Knowledge of Child Safeguarding legislation and best practices
- s) Knowledge of Risk Assessment and Health and Safety issues
- t) Knowledge of disability
- u) The ability to produce reports and information within given deadlines, at the request of the Management Committee
- v) Computer skills; knowledge of Microsoft Word, Excel, Access, Publisher
- w) Ability to manage data, records, the storage of staff and children/young person information securely. DBS checks and any other current and relevant information stored securely within home environment.
- x) Previous experience of the voluntary sector, for example working in a similar Charity environment to support activities for those in need
- y) An understanding of the needs of children with disabilities and their carers.
- z) Own transport: home visits to new family referrals required and travel to the holiday playschemes