

**JOB PROFILE**

<b>Post No.</b>	70188 –89, 70191 –195, 70256 –259, 70268 –269, 70381
<b>Post Title:</b>	Children’s Activity Leader
<b>Unit/Team:</b>	Sports and Development
<b>Grade:</b>	Grade B
<b>Service:</b>	Growth & Investment
<b>Reports to:</b>	Play Development Officer
<b>Issue Date:</b>	June 2016

**PURPOSE OF THE JOB**

To assist in the delivery of a series of play activities for children and young people within Rugby Borough Council’s green spaces with reference to the borough play strategy and the council’s corporate strategy.

The role will involve organising and assisting with activities, maintaining clear and accurate records where necessary, and recording any necessary information in order to feed back to the Play Development Officer and other team members.

This post is subject to an enhanced DBS check

**1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1 To assist with the organisation and implementation of a series of play activities for children and young people.
- 1.2 To assist with the delivery of play outreach programmes in a variety of priority wards across Rugby, which may lack provision or are recorded areas of anti-social behaviour.
- 1.3 To assist in the delivery of school play programmes in a variety of schools, utilising the schools facilities and RBC equipment to provide inclusive and engaging play activities.
- 1.4 To engage with young people to identify future provision requirements.
- 1.5 To keep accurate records of participants and prepare reports as appropriate.
- 1.6 To provide support to the Play Development Officer.
- 1.7 To assist with any key play or park events.
- 1.8 To attend when required employee training sessions and team meetings.

## **2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 To be aware of Health and Safety legislation and ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety policy.
- 2.2 To be proactive in safeguarding children and vulnerable adults. Where there are safeguarding concerns then the job holder needs to report these in line with the Council's Safeguarding procedures which can be found in the Child Protection Policy and Vulnerable Adults Policy. The post holder will be required to complete regular safeguarding training.
- 2.3 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

## **3. SUPERVISORY RESPONSIBILITIES**

None

## **4. FINANCIAL RESPONSIBILITIES**

None

## **5. RESPONSIBILITY FOR ASSETS AND DATA**

The post will have a duty of care when dealing with equipment and will have the responsibility to keep equip safe and secure. Staff will collect and deposit equipment from a storage unit regularly.

The post will need to capture participant details in the form of a register and keep it safe and secure in accordance with the Data Protection Act 1998.

## **6. EXTENT OF PUBLIC CONTACT**

Rugby Borough Council employees, children and young people, members of the public not involved in play provision, sports clubs, schools and voluntary groups.

## **7. WORKING CONDITIONS AND ENVIRONMENT**

The post will be required to deliver play sessions on a variety of open spaces across Rugby.

Weekday, weekend and some evening work is a requirement of the post.

## **8. CORPORATE RESPONSIBILITIES**

All staff has to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be

introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

## **9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Postholder

Date

## PERSON SPECIFICATION



### Post: Play Ranger

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Method of Assessment</b>
Experience of working with children in a nursery, school or play setting.	E	A/I
Knowledge of play development and the wider benefits of play	E	A/I
Be highly motivated and have an outgoing and enthusiastic nature	E	A/I/T
Experience of planning and delivering activities for children	E	A/I/T
Able to communicate clearly both verbally and in writing	E	A/I/T
Able to work independently and as part of a team	E	R
A commitment to provide excellent customer service	E	I
Excellent attendance and time keeping record	E	R
Full valid driving licence and access to own vehicle	E	A/D
Commitment to report potential child and vulnerable adults safeguarding issues.	E	A, I
A commitment to work within our CAN DO values	E	A, I
Some experience of working in a parks, sport, play or leisure environment.	D	A/I
Minimum GCSE grade C or above in English Language and Mathematics	D	D
Play Work, Youth Work or Childcare qualification	D	A/D
Good overall IT skills	D	A/I
Awareness of health and safety issues, plus an understanding of child protection and confidentiality	D	A/I
Ability to monitor and evaluate both practical sessions and written information and provide verbal feedback	D	A

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R

Documentary – eg certificates
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