



JOB DESCRIPTION

POST TITLE: Volunteer Playworker (FISH)

SERVICE UNIT: Leisure Services

RESPONSIBLE TO: Playscheme Site Manager

Overall Purpose:

- To help support the delivery of the FISH playscheme, in providing accessible play, cultural and leisure activities for young people aged 10-16 years old.
- To gain valuable experience of working with young people and learn to encourage them whilst helping the young people have an equal opportunity to take part in all aspects of the scheme.

Main Duties

1. To help create a play environment where young people can make choices, access a range of resources and be supported in their play and activities.
2. To suggest ideas and activities where appropriate without taking over young people's freedom to choose and create their own play environment.
3. To be open to learning and gaining experience from Playworkers and other members of staff.
4. To understand and follow the procedures and policies that are in place which help FISH run safely and smoothly.
5. To help support and encourage positive behaviour of young people.
6. You are encouraged to participate in training prior to the start of the scheme, such as; safeguarding, playworker training and induction.
7. To help promote and deliver a high public profile and customer care service on behalf of Guildford Borough Council.
8. It is in the nature of work with young people that tasks and responsibilities are in many circumstances unpredictable and varied. All staff and volunteers are expected to work in a flexible way when the occasion arises.

BEHAVIOURAL COMPETENCIES

These are common to all jobs at GBC and which are important in enabling the Council to achieve its strategic objectives.

Effective Communication

Communicates effectively. Uses communication methods and standards, together with well-reasoned arguments to convince and persuade where necessary.

Focus on efficiency

Meets or exceeds the Council's standards by monitoring the quality of own work, team or service delivery. Continually looks for areas of improvement to ensure efficiency, effectiveness, and value for money.

Builds relationships

Presents a professional image; uses interpersonal skills to form positive and productive working relationships within and beyond the organisation.

Commitment to the organisation

Consistently supports and demonstrates an understanding of and commitment to the Council's vision and values. Acts with integrity and accountability.

In addition to the above competencies the post will also require the following skills:

- Working with young people
- Creativity in developing and initiating play opportunities

FURTHER INFORMATION

Hours of work:

The FISH scheme delivers for 1 week Monday to Friday during the Easter school holidays and 3 weeks Monday to Friday during the summer school holidays.

The basic hours of work for volunteers are flexible up to 37.5 hours per week during scheme delivery. Volunteer hours will be shared between all volunteers.

The daily hours of voluntary work shall be undertaken between 9.30am to 5pm daily (to be arranged by rota prior to the start of the scheme).

Training and induction are likely to be offered on weekends or in the evenings.

Uniform provided must be worn for this post.

Training and Development:

Training and development opportunities will be provided as required prior to the scheme and future training will be available as identified and appropriate.

Confidentiality:

The Council is committed to maintaining privacy of all its staff and customers. It expects all staff and volunteer to handle all individuals' personal information in a sensitive and professional manner.

Standards of conduct:

The Council expects the highest standard of conduct at all times from their staff in relation to their employment.

Health and Safety:

The Council is committed to a healthy and safe working environment and expects all employees to implement and promote its policy in all aspects of their work.

The nature of this post will involve elements of physical work including lifting, carrying, running and working in an outdoor environment in all weathers.

Equal Opportunities:

The Council is completely committed to the principles of equalities and diversity and strives to ensure that related policies and legislation are complied with. Part of this commitment requires all members of the Council, as part of their role, to promote equalities and diversity.

Data Protection Act:

During the course of your employment, you are required to observe and follow the specific requirements placed on all staff by the Council's Data Protection Policy and Procedures.

This job description is an accurate reflection of the job at the date shown below. In consultation with you, it may be subject to variation by your line manager to reflect or anticipate changes in or to the job.

Reviewed: January 2019



PERSON SPECIFICATION

POST TITLE: Volunteer Playworker (FISH)
SERVICE UNIT: Leisure Services

Criteria	Assessment Method (A, I)*	Essential or Desirable
Qualifications and Training		
No formal qualifications are required for this post		
Safeguarding Children	A/I	D
First Aid	A/I	D
Knowledge and Experience		
Have knowledge and experience of working with young people or children.	A/I	D
An understanding and appreciation of the differing needs and abilities of young people and children.	A/I	D
Experience in helping to prepare for and helping lead activities and opportunities for young people	A/I	D
Skills		
Ability to help create enjoyable play opportunities for children and young people.	A/I/	D
Ability to work with others in the team.	A/I	E
Personal Qualities		
Fun approach to inspiring children's play	A/I	E
Enthusiasm in helping young people enjoy activities.	I	E
Adaptable and willingness to learn from others	I	E
Special Requirements		
Enhanced Disclosure and Barring Service (DBS) Clearance (Post exempt from the Rehabilitation of Offenders Act 1974)	DBS	E

A = Application Form
I = Interview

Please note that the criteria specified on this form will be used as guidance when shortlisting all applications and again at interview. Please ensure you provide evidence within your application giving examples, where appropriate, as to how you meet the specified requirement for the job.

Reviewed: January 2019

