



## **JOB DESCRIPTION**

**POST TITLE:** Playscheme Site Manager (FISH)  
**SERVICE UNIT:** Leisure Services  
**GRADE:** £12.90 Per Hour (Inclusive of holiday pay)  
**RESPONSIBLE TO:** Play & Youth Development Officer  
**RESPONSIBLE FOR:** Senior Playworkers, Playworkers, Keyworkers, Senior Activity Leaders and Volunteers

### **Overall Purpose:**

- To be responsible for the overall on site management and delivery of the FISH playscheme, in providing accessible play, cultural and leisure activities for young people aged 10-16 years old.
- To be responsible for managing the staff on-site.
- To provide a welcoming, stimulating and safe play environment for young people attending FISH.
- To work alongside the Leisure Development Team in providing resources and activities for FISH, liaising with community partners, evaluating the scheme and participating in future planning.

### **Main Duties**

1. To be responsible for and manage the day to day coordination and delivery of the FISH playscheme.
2. To create and manage a play environment where young people can make choices, access a range of resources and be supported by a responsive and adaptable approach to their play.
3. To provide line management, supervision and leadership to all FISH staff and volunteers.
4. To have an understanding and appreciation of the role of the playworker.
5. To assess and manage risk in the play and leisure opportunities delivered through a robust and considered approach to risk benefit assessments.
6. To ensure that the FISH scheme is managed effectively through the implementation of policies and procedures for provision in accordance with best practice, health and safety and safeguarding.

7. To manage the administration of the scheme including keeping daily records to ensure the welfare of all young people and effective coordination of the scheme.
8. To provide overall leadership in managing and promoting positive behaviour of young people.
9. To work in partnership with and ensure effective communication with the Leisure Development Team and the school facilities management staff.
10. To communicate with staff and parents effectively to ensure the welfare of all young people attending the scheme.
11. To participate in safeguarding, first aid, FISH training and induction prior to the start of the scheme.
12. To promote and deliver a high public profile and customer care service on behalf of Guildford Borough Council.
13. It is in the nature of work with young people that tasks and responsibilities are in many circumstances unpredictable and varied. All staff 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 the Site Manager are 50 hours per week during scheme delivery.

The daily hours of voluntary work shall be undertaken between 8am to 6pm 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 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.

**Management Duties**

1. You are required to contribute to the safe working environment of employees and public by ensuring that health and safety is effectively planned, organised, controlled and monitored within the scope of your responsibilities and to seek appropriate specialist advice through your line manager.
2. You are responsible for ensuring that the spirit and specific obligations placed on all staff by the Council's Equal Opportunities Policy are met by staff for whom you are responsible. Where you are aware of potential breaches to this Policy then you must either take action directly or seek advice from your line manager.
3. As a manager you are responsible for the welfare of your staff whilst at work. Changes in an employee's performance, attitude, attendance etc should be raised confidentially with the employee and action as necessary.
4. You should be aware of the sickness records of all staff for whom you are responsible and be involved in the FISH sickness reporting procedures when staff are absent.

*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:** Playscheme Site Manager (FISH)  
**SERVICE UNIT:** Leisure Services

Criteria	Assessment Method (A, I)*	Essential or Desirable
<b>Qualifications and Training</b>		
NVQ Level 3 or equivalent in a play work, working with children related, youth related or teaching discipline.	A I	E
Safeguarding Children	A/I	E
First Aid	A/I	D
<b>Knowledge and Experience</b>		
Have a working knowledge and direct experience of working with young people or children.	A/I	E
An understanding of the Playwork Principles	A/I	E
An understanding of the importance of creating play environments which are child or young people led.	A/I	E
Experience in coordinating and planning play opportunities	A/I	D
Experience of working with local communities.	A/I	D
An understanding and appreciation of the differing needs and abilities of young people and children.	A/I	E
An understanding of inclusion in children and young people's activities.	A/I	E
A working knowledge of safeguarding children	A/I	D
Experience of managing a team of staff.	A/I	D
<b>Skills</b>		
Ability to communicate effectively and appropriately both verbally and in writing with a range of people including: children, parents and members of staff.	A/I	E
Experience and confidence in using a range of computer programmes, including Microsoft Office or similar product.	A/I	E
Ability to lead on the creation and delivery of innovative play opportunities for children and young people.	A/I	E
Ability to work alone but also to work with and motivate others in the team.	A/I	E
<b>Personal Qualities</b>		
Fun approach to inspiring children's play	A/I	E
Ability to relate to a wide range of people.	I	E
Adaptable and willingness to embrace challenges.	I	E
<b>Special Requirements</b>		
Enhanced Disclosure and Barring Service (DBS) clearance (Post exempt from the Rehabilitation of Offenders Act 1974)	DBS	E

\* A = Application Form  
 I = Interview



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 B O R O U G H

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**