JOB DESCRIPTION

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| **JOB TITLE:**  **SALARY GRADE:**  **HOURS:**  **REPORTS TO:**  **RESPONSIBLE FOR:**  **LOCATION:** | Community Project Officer (*Go Play Sandwell Project; formerly known as the Let’s Play Sandwell project*)  £18,534 per annum  37 hours per week, including regular evening and occasional weekend delivery where necessary.  Community Project Coordinator  Sessional Staff, Volunteers  Tipton base – travel across Sandwell and West Midlands. |

#### JOB SUMMARY

The purpose of this role will be to develop and deliver Groundwork West Midlands’ *Go Play* project in Sandwell. The project entails the delivery of open access after-school (usually 3:00pm-5:30pm) and holiday sessions (usually 11:00am-4:00pm) across Smethwick, Tipton and Wednesbury, targeting 6-12 year olds (and up to 16 year olds with additional needs). Sessions regularly take place outdoors, predominantly in parks and open spaces, as well as indoors in community venues.

*This role will involve regularly working evenings and occasional weekend work.*

#### KEY TASKS

* To deliver high quality, safe and creative after-school and holiday play, environmental, arts and crafts sessions for children aged 6-12 year olds (up to 16 year olds with additional needs) in parks and other community venues.
* To plan and develop new play, environmental, arts and crafts sessions and activities.
* To ensure all sessions offer children a variety of child-led play opportunities including: sports games, creative and imaginative play activities, arts and crafts.
* To ensure all paperwork (including project monitoring and evaluation, participant data, risk assessment forms, safeguarding and incident/accident report forms) are kept up to date and inputted accurately in a timely manner and to the required standard for funders and stakeholders.
* To take a lead on developing and delivering sessions in a designated area; working with stakeholders to help meet local needs.
* To work with the Project Coordinator / Managers to build constructive relationships with key customers and stakeholders, to ensure the smooth running of the project and in the interests of sustaining business relationships.
* To encourage formal and informal feedback from clients on the delivery, content and structure of activities and to respond accordingly, reporting to the Project Coordinator.
* To carry out evaluation of the project, measuring the impact of services, as and when required by Trust systems, clients and funding partners.
* To support projects within the wider Charity theme, as and when requested and be willing to learn new skills and demonstrate a flexible approach to taking on new tasks.
* To be alert to the safeguarding of young people, children and vulnerable adults; raising issues and concerns directly to line manager and / or trust designated safeguarding officers.
* To ensure that all activities are undertaken in line with Groundwork West Midlands’ health and safety policies and procedures, including undertaking risk assessments.

**People Management and Development**

* To participate in line management meetings and the performance appraisal process.
* To support sessional staff and volunteers working within the Community & Environment team and ensure they have the appropriate training to the required standard through the responsibility of a mentorship role.

**Communication and Marketing**

* To represent Groundwork West Midlands at appropriate meetings with a range of partners and stakeholders. This may include evening and occasional weekend working.
* To develop and maintain close links with all sectors of the community, particularly local stakeholders and those suffering disadvantage.
* To promote projects in the local media, with partners and funders, as deemed necessary to meet project requirements.

##### Additional Responsibilities

* To undertake training and development deemed necessary for the pursuance of the post.
* To demonstrate willingness and enthusiasm when participating in continuous professional development (CPD) opportunities and to show initiative in finding these opportunities to develop skills.
* To comply with The Equal Opportunities Policy and Procedure in all employment practices.
* To comply with The No Smoking Policy
* To meet the travel requirements within the region, in personal vehicle and/or company vehicles.
* To ensure adherence to environmental procedures.
* To ensure that Health and Safety is observed in the course of employment.
* To undertake other related responsibilities commensurate with the evolving objectives of the post and the evolution of the Trust, as may reasonably be requested by the Director.
* To work with due regard for Groundwork West Midlands core values and objectives.

**Date: July 2020**

**This post is exempt from the provisions of the Rehabilitation of Offenders Act. An Enhanced DBS check will be required prior to appointment.**

Note to Applicant: When completing your application form, you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified as a requirement for the post. (Note: Where items appear which have not been deemed essential, you should assume they have been considered desirable).

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| **Factor** | **Criteria** | **Ranking**  **(Essential or Desirable)** | **Shortlist Criteria**  **(Yes or No)** | **Selection method used to evidence criteria**  **(Application, Interview, Pre-employment stage)** |
| **Qualifications** | Educated to Level 2 or equivalent in Maths and English i.e. GCSE A-C. | Essential | Yes | Application Form |
| A qualification in Sports Leadership / City and Guilds Playwork Level 2 diploma or above or another qualification relevant to the post. | Essential | Yes | Application Form |
| Full manual driving Licence and access to own car. | Essential | Yes | Application Form |
| **Experience & Knowledge** | Experience working with Children and Young People, specifically 6-12 year olds (up to 16 year olds with additional needs). | Essential | Yes | Application Form/Interview Process |
| An understanding of the needs and issues relating to children and young people living in disadvantaged neighbourhoods. | Essential | Yes | Application Form/Interview Process |
| Experience in planning child-led sessions and resources for delivery. | Essential | Yes | Application Form/Interview Process |
| Experience in planning and leading child-led play sessions and resources for delivery | Desirable | No | Application Form/Interview Process |
| Knowledge of the play work principles from Play England | Desirable | No | Application Form/Interview Process |
| Experience in the delivery of informal education projects to diverse groups across various settings. | Desirable | No | Application Form/Interview Process |
| Experience of recruitment and engagement of participants from the wider community including young people. | Desirable | No | Application Form/Interview Process |
| Experience of working in partnership with public, private and voluntary sectors, particularly related to community issues. | Desirable | No | Application Form/Interview Process |
|  | Experience in marketing, social media and video making platforms for business purposes. | Desirable | No | Application Form/Interview Process |

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| **Factor** | **Criteria** | **Essential or Desirable** | **Shortlist Criteria**  **(Yes or No)** | **Selection method used to evidence criteria** |
| **Personal Skills and Ability** | Ability and interpersonal skills to mentor, support and plan the workload of Sessional Staff and Volunteers. | Desirable | No | Application Form/Interview process |
| Ability to work productively with minimum supervision and as part of a team. | Essential | Yes | Interview Process |
| Ability to work to deadlines, dealing with competing demands and to prioritise own work programme. | Essential | Yes | Application Form/Interview Process |
| Ability to relate to and motivate diverse groups of individuals. | Essential | No | Application Form/Interview Process |
| Ability to communicate effectively (both written and verbal) with a variety of people internal and external to the organisation. | Essential | Yes | Application Form/Interview Process |
| Effective administrative and organisational skills along with an attention to detail. | Essential | Yes | Application Form/Interview Process |
| Ability to maintain a professional attitude and boundaries in working with members of the community, including children and young people. | Essential | Yes | Interview process/ pre-employment check |
| Computer literate with a practical experience of using MS Word, Excel and an ability to use In house software packages. | Essential | Yes | Application Form/Interview Process |
| **Miscellaneous** | Ability to adhere to the organisation’s health, safety and welfare policies and procedures. | Essential | No | Interview Process |
| A flexible approach and ability to work out of office hours, including evenings and weekends. | Essential | Yes | Interview Process |
| Able to travel to fulfil the requirements of the role and where necessary transport equipment and resources. This may involve travelling to locations that are not regularly serviced by public transport and may require you driving manual company vehicles | Essential | Yes | Interview Process |
| A commitment to promoting equal opportunities and diversity in all work practices, employment and partnering opportunities. | Essential | No | Interview Process |