

---

## JOB DESCRIPTION

---

<b>JOB TITLE</b>	Christmas Elf Activity Leader (x3)
<b>SALARY</b>	£10 - £13 per hour, dependant on expertise
<b>REPORTS TO</b>	Education Programme Lead
<b>LOCATION</b>	West Boldon Lodge
<b>TERMS &amp; CONDITIONS</b>	We welcome applications from individuals seeking employment (standard terms and conditions of employment apply) or from freelancers or similar who would invoice us for pre-agreed total at the end of the event (standard terms and conditions of suppliers apply)
<b>HOURS OF WORK</b>	You must be available for all the following dates and times: Interviews: <b>Tuesday 2<sup>nd</sup> November 2021</b> Induction & training: <b>Saturday 20<sup>th</sup> November, 10:00am-16:00pm</b> Dress Rehearsal: <b>Saturday 27<sup>th</sup> November, 10:00am-16:00pm</b> You must be available for at least half, though preferably all of the following dates: <b>Sat 4<sup>th</sup>, Sun 5<sup>th</sup>, Sat 12<sup>th</sup>, Sun 12<sup>th</sup>, Sat 18<sup>th</sup> &amp; Sun 19<sup>th</sup> December 09:00am- 16:45pm or 09:15am- 17:00pm dependant on the role.</b>
<b>APPLICATION DEADLINE</b>	<b>17:00pm, Monday 25<sup>th</sup> October 2021</b>

## JOB SUMMARY

Santa is searching for 3 people to join his top elf team to bring the magic of Christmas to life.

You will need to entertain and engage families as they move through Santa's Winter Woodland (SWW) experience at West Boldon Lodge. You will deliver an activity, supporting families to complete the activity and making their visit magical and memorable.

There are 3 elf roles. You can express a preference in your application, but will be considered for all 3:

- "Master toymaker" in the Elves' Workshop, where families assemble a wooden toy
- "Head chef" or "Outdoor survival elf" (role can be tailored to suit the individual) at the woodland campfire, where families enjoy a hot chocolate, marshmallow and light entertainment
- "Lead crafter" at the woodland Decoration Station, where families craft a Christmas tree decoration

## KEY TASKS

Each role involves:

- Remaining in character as an elf (or similar e.g. Christmas fairy if appropriate) throughout
- Providing families with a warm, elfy welcome to your part of the SWW experience
- Explaining the activity to the families and supporting them to engage with and enjoy the activities
- Preparing and placing out resources as needed
- Creating a magical and memorable experience, including entertaining families whilst in your work area
- Supporting the flow and story of the whole vent, encouraging belief in Santa, and spreading Christmas cheer
- Maintaining a Covid-safe environment, including enforcing social distancing and some cleaning of surfaces
- Maintaining a tidy, well decorated space

Role specific tasks for Master toymaker include:

- Helping to provide a warm welcome to the whole SWW experience, and explain the whole experience as families move on
- Helping families to toast marshmallows
- Ensuring fire safety rules are followed
- Entertaining families while they enjoy their food and drink

Role specific tasks for Lead crafter include:

- Supporting families in finding pine cones that you have hidden in the woods
- Supporting families in making an elf decoration using the pine cones and craft materials
- Assisting families in moving around the various different performers and activities in the Woodland Realm
- Building excitement before families visit Santa in his grotto

## EVENT INFORMATION

Santa's Winter Woodland is an interactive Christmas experience that has been running for over a decade. Families with children aged 4-10 years old will visit West Boldon Lodge to meet Santa and his top elf tem. Most of the event is outdoors and includes a combination of led-activities, exploration, and performance.

*"Myself, my husband and my two children thoroughly enjoyed Santa's Winter Woodland. It was thoughtful, fun, magical, simple and we enjoyed you attention to detail. It really was a wonderful experience and I congratulate you for providing such a lovely morning" – 2019 visitor.*

Families will move at their own pace through the experience, with an average of 1 family every 5 minutes (though this may fluctuate by the time they get to your part of the experience). Families will be with you for approximately 15-30 minutes and we anticipate the total experience will last 1.5 – 2 hours. There will be a total of 45 families each day.

Santa's winter Woodland is run by Groundwork South and North Tyneside at its environmental education centre, West Boldon Lodge. Additional information at [www.westboldonlodge.co.uk](http://www.westboldonlodge.co.uk)

## HEALTH & SAFETY

You will be required to read and follow Risk Assessments for your activities, work environments and Covid-19 safety.

You will need to explain safety precautions to families, though parents will remain responsible for the supervision of their children.

You will need to maintain a safe working environment, and resolve or report any hazards, plus report any accidents, incidents or near misses.

## SAFEGUARDING

We are committed to safeguarding and promoting welfare of children, young people and vulnerable adults.

## ADDITIONAL RESPONSIBILITIES

- The duties and responsibilities in the job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within general scope of the post.
- Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- The post holder is required to carry out the duties in accordance with the company's Equal Opportunities Policies.
- A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, and reporting any concerns.
- To be aware of, and comply with, all measures to support our environmental standard ISO14001.
- To be aware of, and fully comply with all areas of Information Security in particular the GDPR (General Data Protection Regulations) 2018.

<b>PREPARED BY:</b>	Rebecca Maw, Operations Manager
<b>DATE:</b>	01/10/2021