

JOB DESCRIPTION

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| JOB TITLE: | Community Project Assistant (Sessional) (<i>Go Play Sandwell Project</i>) |
| SALARY: | £10 per hour |
| REPORTS TO: | Community Project Coordinator |
| LOCATION: | Tipton base – with regular travel across Sandwell |
| WORKING PATTERN: | Flexible / Sessional basis |

JOB SUMMARY

The primary focus of this role is to assist in the planning and delivery of Groundwork West Midlands' *Go Play* project in Sandwell. The project delivers open-access, after-school and holiday sessions across Tipton, Smethwick and Wednesbury, targeting 6-12 year olds (and up to 16 year olds with additional needs).

Sessions regularly take place outdoors, usually in parks and open spaces, and indoors in the case of inclement weather, in libraries, community centres and schools.

This role will involve regularly working evenings, usually 3:00pm-5:30pm term time and 11:00am-4:00pm in the school holidays (hours may occasionally change). The role may also entail occasional weekend work for events.

KEY TASKS

- To assist in the delivery of after-school and holiday sessions across Sandwell; ensuring that they meet minimum standards, and the needs of service users and partners.
- To assist Project Officers in planning and delivering sessions to children that provide a variety of child-led play opportunities including: sports, games, creative, imaginative and environmental play activities.
- To be alert to the safeguarding of young people, children and vulnerable adults; raising issues and concerns directly to the 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.

- To build constructive and professional relationships with children and young people accessing Groundwork's programmes with the aim of supporting their learning, personal and social development.
- To encourage formal and informal feedback from clients on the delivery, content and structure of projects and to respond accordingly, reporting to line management.
- To attend any project specific meetings.

People Management and Development

- To participate in a mentoring process through regular one-to-one meetings with a mentor, to monitor development and training needs.

Additional Responsibilities

- To undertake training and development that is deemed necessary for the pursuance of the post.
- 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 of the role.
- To ensure adherence to environmental procedures.
- To comply by GDPR regulations throughout project tasks and delivery.
- 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 Managers / Directors.
- To work with due regard for Groundwork West Midlands core values and objectives.

Date: June 2021

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

Theme: Community & Environment

Person Specification

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).

| Factor | Criteria | Ranking | Shortlist Criteria (Yes or No) | Selection method used to evidence criteria |
|-----------------------------------|--|-----------|--------------------------------|--|
| Qualifications | Educated to Level 2 or equivalent in Maths and English i.e. GCSE A-C. | Essential | Yes | CV / Interview Process |
| | A qualification in Sports Leadership / City and Guilds Playwork Level 2 diploma or above or another qualification relevant to the post. | Desirable | No | CV / Interview Process |
| | Full driving licence and access to own car. | Desirable | No | CV |
| Experience & Knowledge | Experience in working with children and young people, specifically with 6-12 year olds (and up to 16 year olds with additional needs). | Essential | Yes | CV / Interview Process |
| | A broad understanding of the needs and issues relating to children and young people living in disadvantaged neighbourhoods. | Desirable | No | CV / Interview Process |
| | Experience in planning sessions and resources for delivery incl. health and safety requirements. | Essential | Yes | CV / Interview Process |
| | Experience in community engagement, motivation and involvement techniques and methods. | Desirable | No | CV / Interview Process |
| | An understanding and awareness around the safeguarding of children and young people, along with the knowledge around procedures to follow. | Essential | Yes | CV / Interview Process |

Person Specification

| Factor | Criteria | Essential or Desirable | Shortlist Criteria (Yes or No) | Selection method used to evidence criteria |
|------------------------------------|--|------------------------|--------------------------------|--|
| Personal Skills and Ability | Ability to work productively with minimum supervision and as part of a team. | Essential | No | CV / Interview Process |
| | Ability to relate to and motivate diverse groups of individuals. | Essential | No | CV / Interview Process |
| | Effective administrative and organisational skills along with an attention to detail. | Essential | Yes | CV / Interview Process |
| | Ability to maintain a professional attitude and boundaries in working with members of the community, including children, young people and vulnerable adults. | Essential | Yes | Interview process/ pre-employment check |
| | Computer literate with a practical experience of using MS Word, Excel and other relevant packages. | Desirable | No | CV / Interview Process |
| Other | Ability to travel to fulfil the requirements of the role. This may involve travelling to locations using own vehicle or public transport. | Essential | Yes | Interview process |
| | A commitment to promoting equal opportunities and diversity in all work practices, employment and partnering opportunities. | Essential | No | Interview Process |
| | Ability to adhere to the organisation's environmental, 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 occasional weekends. | Essential | No | Interview Process |