



JOB DESCRIPTION

Job Title:	Senior Youth & Play Worker
Responsible to:	Centre Manager (Youth & Play)
Responsible for:	Youth & Play Workers, Volunteers
Hours of Work:	25 hours per week (over 3 or 4 days)
Operational Area:	West of England
Location:	The Vench, Lockleaze (Bristol)
Date:	June 2026

TASK SUMMARY

At The Vench, we are on a mission to ensure all children and young people in Lockleaze live happy and healthy lives by providing a safe and vibrant space to play, learn and grow. We are looking for an energetic, supportive and well-organised Senior Youth & Play Worker to join our team delivering inclusive, safe, free and exciting play and activities for children, young people and their families.

The Vench is a much-loved adventure playground and community centre in the heart of Lockleaze in north Bristol. For 50 years we've been inspiring imaginative play in a safe, supportive and fun environment to help children and young people learn and grow.

As a Senior Youth and Play Worker you will lead the delivery of our term-time and school holiday play and youth sessions, ensuring children and young people are offered a wide range of exciting and engaging activities, and feel safe and supported while they are here. Working closely with our Centre Manager for Youth and Play, you will oversee the youth and play team (staff and volunteers) during session delivery, ensuring the team have clear roles and responsibilities, and providing troubleshooting support as needed. You will also work outside of sessions to plan activities, manage our database, lead communications to promote our offer locally, and coordinate our fantastic group of local volunteers.

Main Duties

- To oversee Youth & Play sessions during term-time and holidays, supporting staff and volunteers to ensure that sessions run smoothly.
 - To facilitate and support young people's self-directed play, as well as introducing ideas and activities that help to create a challenging, stimulating and rich play environment suitable for different ages, abilities and needs.
 - To be responsive to a range of play types, behaviours and experiences and allow young people control and autonomy over the content and intent of their play; whilst facilitating positive behaviour and supporting children and young people's development.
 - To collaborate with other staff in the planning and running of sessions so that the playground offers a broad range of play and activities, considering the needs and wishes of young people, families and the wider community.
 - To take responsibility for identifying emerging issues relating to behaviour or safeguarding, and report these to the Centre Manager (Youth & Play)
 - To oversee and support the preparation and serving of food during our sessions, including keeping track of food supplies to minimise wastage. *Training will be provided if needed.*
 - To coordinate our volunteers including young volunteers, ensuring we have sufficient numbers to provide food and playground support during sessions, as well as in the Vench Corner Café; and that these volunteers have been fully registered and inducted, and are clear on their role.
 - To assist the Centre Manager (Youth & Play) with administrative and communications tasks related to the playground and youth & play sessions, including maintaining records (registers, accident & incident forms, safeguarding reports), managing the database in line with GDPR regulations, and creating content for our website and social media to raise awareness of our offer.
 - To have a good understanding of health and safety in an adventure playground setting, including operating in line with site risk assessments, supervising / carrying out site checks ahead of each session, and reporting any concerns to the Centre Manager (Operations).
 - To apply anti-discriminatory and anti-oppressive practices at all times and to work in line with Groundwork's equalities policy.
 - To provide a warm, welcoming, and inclusive play environment where individuals are valued, and appropriate adaptations are made to maximise all young people's engagement. This could include keeping the building and surrounding play area clean/ tidy and taking on small maintenance tasks.
 - To work professionally as part of a team, participating in individual and team reflective play work practice; supervision; appraisal; professional development; recording; reporting; and contributing to quality improvements as required.
 - To actively engage in consultation with young people and the wider community, and encourage participation in and ownership of The Vench.
 - To be aware of other support services available locally, building partnerships alongside the Centre Manager (Youth and Play) and signposting children, young people and their families as appropriate.
 - To provide information about personal availability for work, skills, training needs and potential conflicts of interest or commitments in advance, in order to support effective forward planning, reliable staffing rotas and assist with service management requirements.
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Please note, this post will be subject to an Enhanced Check with Lists from the Disclosure and Barring Service. Groundwork South's Working with Children & Adults at risk policy supports staff in putting into practice our commitment to safeguarding the welfare of children and young people under the age of 18.

KEY AREA: SAFEGUARDING CHILDREN & ADULTS AT RISK

Groundwork South is committed to safeguarding and promoting the welfare of children and adults at risk. It is the responsibility of each employee to familiarise themselves and comply with the organisation's procedures and systems on safeguarding children and adults at risk. Primary responsibilities are:

- To adhere to the Safeguarding Policy and Procedures.
- To adhere to the Safer Recruitment Policy & Procedure.
- To report any safeguarding incidents or concerns immediately to your Designated Safeguarding Officer or Lead Designated Safeguarding Officer.
- To complete any Safeguarding Awareness training as required by Groundwork South
- If required for your post, undertake an enhanced DBS check and maintain annual membership through the update service.

KEY AREA: CUSTOMER SERVICE

Actively assist with customer service taking a lead in day to day operations to ensure that exemplary customer service is delivered with residents, tenants and leaseholders and clients.

KEY AREA: QUALITY

Focus on customer satisfaction and deliver a quality service to the agreed standards

KEY AREA: HEALTH & SAFETY

Groundwork South is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the organisation's procedures and systems on health and safety. Primary responsibilities are:

- To report all Health & Safety occurrences including potential hazards to line manager
- To comply with Groundwork South Health & Safety Policy and Regulations
- To carry out routine checks on vehicles, equipment and machinery and report any defects to line manager
- Use, store and maintain tools and equipment in line with Health and Safety best practice

ADDITIONAL RESPONSIBILITIES

- Adhere to all the policies and procedures of the organisation.
- Contribute to the Trust's work in maintaining existing and achieving future accreditations and standards.
- Commit to Continual Professional Development and undertake any training and development deemed necessary to fulfil criteria of post.
- Any other duties commensurate with the level of the post.

GROUNDWORK SOUTH VALUES

All employees of Groundwork South are required to understand and contribute to the organisation's values. Groundwork South is committed to transforming people's lives and places through social, economic and environmental action. In terms of development and

delivery of these projects we work across three business themes, Communities & Landscape Design Services, Youth, Employment & Skills and Environmental Services and we successfully deliver these projects by adopting a clear set of values:

- Passion
 - Commitment
 - Empathy
 - Professionalism
 - Innovation
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Factor	Criteria	Essential	Desirable
Qualification	Hold or be working towards a Level 2 Play Work or Youth Work qualification or higher, or equivalent.	X	
	GCSE Maths and English or equivalent.		X
Knowledge	Knowledge of and commitment to Youth Work and/or Play Work principles, and the role and responsibilities of the Youth & Play Worker.	X	
	An understanding of health and safety, safeguarding and maintenance risks/issues in a play environment and knowledge of how to manage those risks using dynamic risk assessments.	X	
	Demonstrate a commitment to and understanding of the principles of equality, diversity and inclusion in a play environment.	X	
Experience	Experience of working with young people in a Youth & Play Work setting.	X	
	Experience of enabling and empowering young people to explore, try new things and build their confidence.	X	
Skills:	Proven ability to communicate effectively and build relationships with young people and families from a diverse range of ethnic and social backgrounds.	X	
	Highly organised and able to strategically plan, oversee and coordinate the delivery of successful sessions.	X	
	Excellent team worker with the confidence and ability to co-lead teams of Youth & Play Workers and volunteers.	X	
	Demonstrate ability to prioritise the needs of young people.	X	
	Ability to collect and record data both manually and using IT		X
	Some practical/creative musical, craft or Forest School skills.		X
	Physical ability to move swiftly across the playground and climb structures.	X	
Ability to reflect on your practice and seek opportunities for personal development to improve the Play opportunities for young people.		X	
Special Requirements	A Lockleaze resident or someone with a good understanding of Lockleaze and the needs of young people in our community.		X
	Be enthusiastic and committed to The Vench's vision: All young people in Lockleaze live happy and healthy lives.	X	
	Be able to work flexible hours including evenings, weekends and school holidays, both indoors and outdoors.	X	

TERMS AND CONDITIONS

Salary	£18,200 per annum (FTE £27,300)
Contract:	25 hours per week until the end of March 2027 with the potential to extend
Hours of work:	Your normal hours of work are 25 hours each week Monday to Friday to include after school youth and play sessions, excluding a daily lunch break and travel to and from the main place of work.
Place of work	Your normal place of work will be The Vench, Romney Avenue, Bristol BS7 9TB. You may be required to travel on Groundwork's business to carry out your duties at other locations as may be required for the proper performance of your duties.
Holidays	25 days per annum plus English Bank Holidays. A pro rata entitlement is calculated for part time workers in each holiday year (which runs from the 1 st January to 31 st December).
Pension	Groundwork will comply with the employer pension duties in respect of the worker in accordance with Part 1 of the Pensions Act 2008 in relation to the Groundwork Pension Scheme. Employee contributions are made by salary sacrifice.
Benefits	<p>The following discretionary benefits are available to staff:</p> <p>Health Cash Plan A Company sponsored healthcare cash plan, which enables you to claim 100% refund on healthcare bills (subject to the maximum claim levels) including dental, optical, chiropody, specialist consultation fees, physiotherapy and osteopathy. Dependant children are covered free up the age of 24.</p> <p>Employee Assistance Programme Fully comprehensive EAP which includes mental health helpline and face to face counselling.</p> <p>Cycle to Work Scheme This salary sacrifice scheme enables employees to apply for a loan of up to £1,000, 0% interest over a period of 12 months to purchase a bike, meaning you can save up to 42% through lower tax and NI contributions.</p>
TOIL	TOIL – Time Off In Lieu - Although there is no overtime paid by the Trust; the Trust has a Time Off In Lieu system in place. TOIL is normally time spent at weekend and evening events/meetings or extra work as requested by your line manager.
DBS Pre-Employment Check	This post will be subject to an enhanced DBS check with barred lists.
References	Employment to this post will be subject to receiving two satisfactory references. We reserve the right to approach any previous employers quoted to obtain a reference if deemed necessary.
Proof of Eligibility of right to work in the UK	Evidence must be provided to comply with the Immigration, Asylum and Nationality Act 2006.
Training	Undertake any training and development deemed necessary for the pursuance of the post, as identified through the induction and supported through our appraisal process.

The above job description is a guide to the work you may be required to undertake but does not form part of your contract. The above job description is a guide to the tasks you may be required to undertake and may change from time to time to reflect changing assignments.

I have read and agree that this job description and person specification accurately defines the role.

Signed

Printed

Date