



Friends of the Family Winchester

Play Leader Job Description and Personal Specification

About Friends of the Family

Friends of the Family works to improve the life chances of local children and families who are struggling to cope with day-to-day family life. We offer friendly support and guidance in a safe and nurturing environment, helping parents, children, and families to help themselves.

We have been working in Winchester and district for more than 25 years. The unique support we provide to families and children, aged 0 to 13 years, is delivered through four key areas of work:

- Mums and Young Children – provides a safe and therapeutic group environment for women who are struggling but want to make positive life choices.
- 5s to 13s Befriending – provides early support to children and families with challenging home lives, helping them to develop strategies which will empower them to build a more positive future.
- Support for Dads – many dads experience feelings of inadequacy as a parent, and our qualified male counsellor helps them to cope with challenges in family life.
- Counselling – we offer free, one-to-one counselling for parents who are currently engaging with our services and who are not receiving therapy/counselling from a statutory agency.

Our approach is based on getting involved early in the life of a family that is experiencing difficulties, and we work closely with other local services.

Play Leader

Reporting directly to the Project Leader, the Play Leader works within our Mums and Young Children project. This is a key role for the delivery of this project as you will be responsible for ensuring that the children are cared for in a fun, safe and nurturing environment whilst their mum's receive group and individual counselling and support from experienced and qualified professionals.

Job Description

Role Purpose

As a Play Leader you will be responsible for ensuring a fun, stimulating, safe and happy environment for the children of the group to play freely and develop their social interactions.

Role and Responsibilities

Session organisation

- Responsible for ensuring a safe, stimulating and happy environment for children of the group to play freely and develop their social interactions
- Supervising children during play, dealing with any minor injuries/first aid
- Decide on the play equipment and activities to be used for each session ensuring variety and activities suited to the child's needs and interests
- Setting up the play space in the garden if the weather is fine, or indoors if inclement
- Provide and organise appropriate refreshments and ensure that hygiene, health and safety standards are met
- Pack away the equipment at the end of the session and ensure all areas used are left clean and tidy
- Responsible for proper storage and maintenance as necessary of our play equipment
- Attend a debriefing session after each session with Project Leader and team
- Report any incidents and accidents to the Project Leader and record all details in the accident book

Understanding our families

- Greet families on arrival and work with them to understand their needs and settle the children
- Support, listen and talk to the children, giving each child the opportunity to choose what they want to play with and express their own needs
- Support and listen to parents, always being aware of any relevant information concerning the families such as birthdays, ill-health etc.
- Be aware of current events concerning the parents and the impact this might have on the children (eg, birth of sibling, domestic abuse)

Volunteers

- Oversee the work of the volunteers being aware of everyone's role and sensitive to the needs, wishes, concerns and suggestions of others
- Manage and keep a record of volunteer attendance, letting the project leader know of any absences and where, necessary, finding replacements if required

Administration

- Maintain up to date attendance records and update child/family records on our CRM as relevant
- Be responsible for controlling and accounting for any subs
- Provide reports on attendance and play activities undertaken and help compile feedback from the mums as necessary
- Work within the boundaries of professional confidentiality according to the guidelines, policies, and procedures of Friends of the Family
- Occasionally take responsibility for the group in the absence of the Project Leader
- Report and record any incidents and accidents according to FotF procedures

Person Specification

- Enthusiastic and organised with excellent communication skills and good use of initiative
- Flexible team player willing to take on various tasks as required
- Sound judgement and common sense
- Experience of working with babies and pre-schoolers and a good understanding of the varied needs of children and their families
- An ability and willingness to work with children in a supportive and non-directive way
- Have sound knowledge of Child Development, EYFS, child protection and safeguarding procedures
- A commitment to working with our Equality and Diversity Policy and an ability to reflect this in your practice

Qualifications

Essential: Level 3 diploma in Early Years or equivalent

Desirable:

- Paediatric and/or First Aid qualification
- Relevant experience of working with children in challenging circumstances

Responsible to: Mums and Young Children Project Leader

Working Hours: Tuesday and Friday Morning each week: 9am -1pm
Occasional extra time as required and agreed for training, outings etc

Conditions of Employment

As part of this role, you will receive ongoing supervision from our experienced Project Leader. Successful applicants will be required to complete an enhanced DBS disclosure and provide two references.

Pay: £10.50 - £14 per hour dependent on experience. Please note that this is currently a term-time only position.

Training: There will be opportunities to undertake training and you will be encouraged to take part in available and relevant training, aimed at further developing your practice.

To Apply

Please complete the attached application form and return to admin@fotfwinchester.org by **Friday 5th August at 23:59**. We aim to make the appointment to start in September ready for the new term.