



## Job Description

### Play & Events Assistant

**Salary:** £20,319.00 per annum – 3 Year Fixed Term Contract

**Staff benefits:** 6% employers pension contribution  
Enhanced holiday entitlement  
Enhanced sick pay

**Hours:** 37.5 hours a week (full time)  
Tuesday – Saturday  
Working day will vary between 10.30 – 6.30pm (term time) and 9am – 5pm

**Location:** Based at head office in Bristol with day-to-day work travelling across the southwest.  
(Schools/settings within a 2-hour radius are travelled to within a day, arriving from 8.30am)

#### Purpose of job:

This is a busy and varied role, supporting Children's Scrapstore with the delivery of play opportunities to children, both internally and externally as well as occasional mentoring support of adults who are working with children in a play capacity. As part of the Play & Events Teams, you will:

- Plan, prep and deliver outreach 'open access' play sessions in Bristol.
- Plan, prep and deliver in-house play sessions and birthday parties in the Children's Scrapstore playroom.
- Support schools following the installation of a Scrapstore PlayPod/playwork training by mentoring lunchtime staff to facilitate quality play experiences using loose parts.

Much of the role is outside, all year round and in all weathers.

The role requires a first aid qualification, if you do not hold a first aid qualification, you must be willing to train.

Due to the nature of the job, a full driving license is required. To use company vehicles, applicants must be over 25 years of age and have held a full EU driving license for a minimum of 2 years for insurance purposes.

This role can be physically demanding, working in an active environment, e.g., loading/unloading of play equipment from a van and sorting out scrap in a Scrapstore PlayPod.

The role is subject to successful DBS checks and references.

#### **Principal duties and responsibilities:**

- To work with the play and events teams to plan play sessions both in-house and external.
- To prepare resources needed for play sessions and internal play events and parties - Keeping resources stored and maintained ready for use.
- To deliver 'open access' play sessions in the local community for children and young people aged 2 – 18 years.
- To deliver children's birthday parties in-house (Saturdays and after school).
- To assist with the administration for events, including birthday parties - updating booking systems, calendars and communication with staff and customers where necessary.
- Model good playwork practice with particular emphasis on supporting conflict resolution and a risk benefit approach.
- To establish and sustain working relationships with all stakeholders – customers, school leadership, school/setting lunchtime or playwork staff and children.
- To work in a solution focused and reflective manner, both within the team, organisation, with children and with adults you are mentoring.
- Be professional and courteous at all times.
- To mentor school lunchtime staff, volunteers, community members and other enthusiasts in a range of playwork settings.
- Increase the confidence of lunchtime staff to develop a committed approach to play and playwork by noticing their strengths and showing empathy for challenges.
- Facilitate and promote play opportunities, inclusive for all children.
- Advocate for all children's right to play.

Key duties may develop and change as developments occur.

#### **General:**

- To use IT efficiently, including emails, online calendars, and database.
- To work outside office hours, flexible to the timings of schools/settings/sessions. Including:
  - Travelling in good time to arrive for the agreed time, which will require early mornings to work in schools/settings outside of Bristol.
  - Outreach play sessions run after school and therefore arrival back at the office could be early evening.
- To be able to get yourself to schools/settings/sessions in good time to start work.

- To work creatively and with own initiative to prioritise and find solutions to issues which arise.
- To attend regular one-to-one's, a 6-month probation review and to contribute to team meetings, training and reviews when required.
- To be flexible and adaptable to the needs of the organisation, project and customers.
- To maintain systems to ensure the efficient management of information held in both computer and filing systems.
- To ensure that Children's Scrapstore standards are met and that all policies and procedures are carried out.
- This position may require you to work evenings, and other hours outside normal office hours as agreed.
- Undertake one off or additional tasks, attend events or help out with other customer facing areas as may from time to time be required for the effective running and promotion of the charity.
- To take part in general housekeeping duties, answering telephones, covering sickness, holidays and other common tasks
- To wear appropriate clothing and a willingness to wear the agreed uniform.
- To ensure health and safety standards are met and maintained.
- To contribute to the promotion of the organisation via web-based media and word of mouth.
- Other ad-hoc duties as requested by the CEOs.
- Ensure premises are left safe and secure before leaving.
- The successful applicants are appointed subject to satisfactory DBS checks and references.

Application Deadline: 12noon on Friday 9<sup>th</sup> June 2023

Interview Date: Tuesday 20<sup>th</sup> June 2023

Please email applications to - Tina Hunt, [tina@childrensscrapstore.co.uk](mailto:tina@childrensscrapstore.co.uk)

**Children's Scrapstore, Scrapstore House, 21 Sevier Street, St Werburghs, Bristol, BS2 9LB**

**Tel: 0117 908 5644 Email: [enquiries@childrensscrapstore.co.uk](mailto:enquiries@childrensscrapstore.co.uk)**

**Website: [www.childrensscrapstore.co.uk](http://www.childrensscrapstore.co.uk)**

**Registered Charity No: 1008788**

**Ltd Company No: 2624238**

**VAT No: 771 1296 31**