



Playbox Creative Engagement Lead

We are chuffed to be advertising this exciting and creative post of Playbox Creative Engagement Lead. We are looking for a person who is passionate about community change and committed to fun and imaginative play to join our LS14 Trust team, initially over a 12 month period, as part of our ongoing work in Rein Park in Seacroft and new work in Killingbeck.

We are interested in your wild and wonderful ideas as to how we could work with the community to make our playboxes the best spaces they can be. We would like you to include this in your application in whatever way you like, for example an illustration, a video or a detailed description. Please add this to a covering letter with a CV attached if you think this post could be for you.

Please email:

naomils14trust@gmail.com

Closing dates for applications:

Wednesday 10th May

Interviews:

w/c Monday 15th May

Post to start:

As soon as possible after interview

For more information please don't hesitate to contact us, either by the email address above or by calling

Naomi on 07542 337 839

Playbox Creative Engagement Lead

30 hours per week

(with the possibility of full time
dependent on youth work
experience)

£24,000 - £27,000

pro rata

(dependent on experience)



All about Playbox

Playbox is a robust, secure, repurposed shipping container which allows for communities, residents and neighbours to develop their own solutions to shared public space.

It's a place for children, young people, families and the wider community to gather, to create, to make, to develop confidence and capacity and to dream up plans together to make Seacroft and Killingbeck an even better place to live.

Main purpose and scope of the job



Working with local children, young people and the wider LS14 Trust team, the Playbox Development worker will oversee and manage an ongoing Playbox project in Rein Park, Seacroft and be part of an exciting new development in Killingbeck. The main role is to run a child led project that brings the community together to engage with an under-resourced and under-used space and is being transformed into a vibrant positive area for everyone within the community.

Each week the Playbox Animator will coordinate up to **4 play sessions a week**, involving a range of creative play, team games and other activities all planned in partnership with local children and young people with support from trained local volunteers

Position in organisation

Reports To: Children, Youth and Families Strategic Development Manager

Responsible For: Team of local volunteers (to be recruited)

Budget Responsibilities: Work with the Children, Youth and Families Strategic Development Manager to allocate budget for project resources.

Duties and Key Responsibilities

- Develop and deliver a plan to oversee the development of the Playbox project in Rein Park and Killingbeck.
 - Overseeing the creative refurbishment of Playbox ready for summer activities.
 - Work with LS14 Trust Team to build on learning from the last 3 years of Playbox delivery and to develop a sustainable plan going forward.
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- Lead in the preparation and delivery of Rein Park / Killingbeck Playbox activities for children and young people, including children with additional support needs. This will include free play activities, games, arts and crafts.
 - Encourage and support children to help plan and choose the activities they would like to do, enable them to experiment and learn about themselves and the world around them. Activities will enable children to be challenged and take acceptable risks.
 - Build relationships with children, young people and their parents and carers.
 - Recruit and develop a team of local volunteers.
 - Encourage positive behaviour in children and young people, dealing with challenging behaviour in accordance with relevant policies and procedures.
 - Source appropriate materials/equipment for play activities, ensuring that budgets are adhered to in consultation with the Children, Youth and Families Strategic Development Manager.

- Lead monitoring, evaluation and reporting with a focus on improving outcomes for children and continuous service improvement.
- Attend other meetings as appropriate and work collaboratively with colleagues, partner organisations and community to develop the project.
- Develop strong working partnerships, ensuring positive relationships with all concerned.
- Collaborate with local community groups, schools and any other relevant groups where play sessions are organised and delivered.
- Attend appropriate training, events, conferences and networking opportunities to allow the development play practice within the organisation.
- Attend team meetings, as appropriate, to maintain good communications within the service and help to develop service aims.
- Provide appropriate support and guidance for volunteers.
- Work closely with Children, Youth and Families Strategic Development Manager in prioritising tasks, making decisions and exercising judgement to ensure delivery of agreed targets.
- Be aware of local challenges and barriers to play, for example inclement weather, unsafe/unattractive play spaces.
- Set up and pack down Playbox and equipment required for the sessions, prior to the arrival and following participants' departure observing all Health and Safety requirements.
- Undertake regular checks of all equipment for suitability, prior to and after each session and report any faults or a shortage in equipment, ensuring appropriate documentation is completed.

- Ensure all participants are registered through the agreed procedures. Maintain and update accurate on-site records of all participants.
- Ensure necessary safety procedures are followed including Child Protection, Health and Safety and other relevant policies; complete appropriate reports, e.g. accident/incident forms.
- Observe and enforce all Health and Safety requirements within the play sessions ensuring all staff provide a safe and comfortable environment for participants.
- In the event of accidents to participants or any member of the public or staff member in attendance at an organised session, undertake First Aid duties, dependent on qualification held.
- Supervise the general behaviour of participants.

Other Duties

- Observe all policies and procedures of LS14 Trust including safeguarding and equal opportunities.
- This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time.

LS14 Trust Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		<p>First Aid qualification</p> <p>JNC Youth Work Qualification Level 3 and above</p>
Experience	<p>At least one years experience of working with children/young people.</p> <p>Experience of planning, developing and delivering play/physical activity programmes to children in a community setting.</p> <p>Experience providing play opportunities, including outdoor play activities.</p> <p>Experience supporting children and young people to choose and design their own activities and to plan ahead.</p> <p>Working with groups and communities</p>	<p>Experience of leading a team of volunteers.</p> <p>Experience of working in partnership with other professionals/organisations.</p> <p>Experience of working with disadvantaged groups/organisations from a variety of backgrounds.</p>

CRITERIA	ESSENTIAL	DESIRABLE
<p>Specialist Knowledge/Skills</p>	<p>Must demonstrate clear understanding of social education as a response to the needs of young people, and an understanding of the value of play in children's development.</p> <p>Ability to develop and manage play opportunities and play provisions that meet a range of needs, in various settings for 0-16 year olds.</p> <p>Organisation/leadership skills.</p> <p>Communication skills both verbal and written including report writing.</p> <p>Accurate recording skills Problem solving skills</p> <p>Practical skills – e.g. den building, tree climbing, arts and crafts.</p> <p>Ability to work on own initiative, prioritise and to work as part of a team.</p> <p>Ability to assess, analyse and act on information</p> <p>Ability to use information technology including communications and office applications.</p> <p>Develop and maintain appropriate relationships, with colleagues and other partner agencies.</p> <p>Excellent organisational and planning skills.</p> <p>Strongly self motivated.</p> <p>Ability to develop and deliver quality play experiences.</p>	<p>Good local knowledge of Seacroft, Killingbeck community and local networks.</p> <p>Understanding of the issues relating to working across diverse communities.</p> <p>Presentation skills.</p> <p>Good working knowledge of child development.</p>

CRITERIA	ESSENTIAL	DESIRABLE
<p>Interpersonal Skills</p>	<p>Ability to manage and deliver play work in a range of settings.</p> <p>Ability to communicate effectively with adults and children and network effectively with colleagues, representatives from other agencies and the public.</p> <p>Ability to recruit and manage volunteers, develop work programmes, set and evaluate targets and performance measures, appraise, discipline and mentor.</p> <p>Ability to manage resources under the project's control.</p> <p>Ability to monitor and maintain safe working practices</p> <p>Excellent communication/negotiation skills.</p> <p>Ability to liaise effectively and work with a wide variety of agencies, local people, parents and other Council departments.</p> <p>Excellent communication/negotiation skills</p> <p>Ability to liaise effectively and work with a wide variety of agencies, local people, parents and other Council departments.</p> <p>Able to work as part of a team.</p> <p>Flexible and adaptable.</p> <p>Excellent leadership skills.</p> <p>Ability to motivate and enthuse others.</p> <p>Innovation to generate ideas and be responsive to new thinking.</p>	<p>Ability to educate/deliver training to volunteers.</p> <p>Ability to manage a budget.</p>

CRITERIA	ESSENTIAL	DESIRABLE
Disposition/Attitude	<p>Have a commitment to the development of healthy lifestyles.</p> <p>Capable of working under pressure.</p> <p>Able to prioritise and work on own initiative.</p>	<p>Willing to undertake personal development.</p> <p>Willingness to undertake further qualifications and training.</p>
Personal Circumstances	<p>Must be willing to work flexible hours including weekend work where required.</p>	

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