**JOB DETAILS**

Job title: **Senior Play Ranger** (Smart Play Rangers)

Reports to: Operations Manager (Smart Play Network)

# OVERALL FUNCTION

To work alongside the other Senior Play Ranger on planning, developing and day to day running of the service in Bingham and Magdalene. To provide input into the reporting of the service on the progress towards outcomes. Work with the Play Ranger to deliver the play sessions.

# SALARY AND HOURS OF WORK

# A salary of £22,750 (pro rata) per annum will be paid monthly by bank transfer, usually on or around the 25th of the month.

This post is a **13 hours per week post**, over **2 days** (Tuesdays and Fridays) based in Edinburgh. Some evening or weekend work may be required from time to time.

The post will be offered as a fixed term contract to 31st March 2022 subject to satisfactory references, 3 month probationary period and PVG checks (potential for extension).

# PERSON SPECIFICATION

***Essential criteria***

* SVQ 3 Play Work / Youth Work or relevant qualification / equivalent experience.
* Experience working with children and young people with different backgrounds, ages and abilities.
* An understanding of the principles of play and the role of adults.
* Ability to think creatively about delivering ‘Free Play’ sessions and obtaining resources.
* Awareness of Safeguarding Guidelines and relevant legislation.
* Excellent communication skills with children and adults.
* A commitment to partnership working.
* Good team worker and ability to use own initiative.
* Administration skills: social media awareness, keeping records, logs, policy implementation.
* A heightened awareness of Health and Safety issues and Risk Assessment (dynamic).
* Experience of reporting and evaluation, including writing reports.
* Full UK driving license and confident driver.
* Commitment to the success and sustainability of the project.
* **Personal skills** to include: adaptable to varied workload, flexible approach to working hours, willingness to work in all weathers, good physical health, patient and tolerant, organised and efficient, be able to adopt the ethos of SPN and be full of fun!

***Highly advantageous criteria***

* Basic First Aid (training can be given).
* Knowledge of local area.
* Experience of consultation techniques with children.
* Ability to advocate for children’s rights and promote participation in decision making.
* Experience of working with children with additional support needs.
* Experience in project planning and delivery.
* Experience in supervising staff.
* Experience delivering training

**KEY TASKS & RESPONSIBILIITES**

* Provide outdoor play opportunities all year round.
* Facilitate freely chosen and self-directed play opportunities.
* Encourage children to help plan and choose the kinds of activities that they would like to do.
* Supervise children at all times making sure that safety procedures are followed conforming to our Child Protection, Health & Safety and any other relevant policies completing any appropriate reports such as accident / incident forms.
* Encourage good behaviour and deal with any challenging behaviour in accordance with the projects policies and procedures.
* Maintain a register of attendees at sessions for evaluation and child protection use.
* Ensure non-discriminatory practices at all times – in line with the Equal Opportunities policy.
* Preparation and clearing up of activities / areas.
* Contribute to joint working and partnership working ensuring positive relationships.
* To liaise and work with parents, carers, professionals and partnership agencies.
* Service planning, development and delivery.
* Data collection and analysis of evaluation methods with support of line management.
* Writing of reports for funders and take part in performance review meetings.
* Outreach work to other communities within the surrounding area to provide 4-6 week blocks of play ranger activity.
* Day to day supervision of the Play Ranger, and any volunteers.
* Drive the SPN van, carrying out regular checks and reporting any faults, accidents and general condition of the van.
* Deliver training to the wider play sector on the benefits of play

**SUPERVISORY RESPONSIBILITIES**

The post holder will be responsible for the day to day supervision of the Play Ranger, and any sessional staff or volunteers during sessions. The post holder will also liaise closely with any invited Play Workers and / or event leaders in attendance at sessions.

As this project is not childcare provision, no child should be left in the post holders sole care. However, it is the post holders responsibility to take all steps to ensure the safety of children at sessions in accordance with all policies and procedures.

**SUPERVISION RECEIVED**

Regular support and supervision meetings will be arranged with the Operations Manager (SPN) and will take place at SPN offices in Leith. On a day-to-day basis support is also available by telephone and email. Annual appraisal sessions will be arranged.

**MONETARY RESPONSIBILITIES**

None.

# OTHER RESPONSIBILITIES

In common with all SPN staff, the post holder will be expected to work in accordance with the aims of the SPN, and to observe the policy and procedures set out by the Chief Executive of the Charity.

The post holder will be expected to act in accordance with SPN’s Equal Opportunities Policy.

It is expected that the post holder will uphold SPN’s non smoking work policy.

The post holder will be expected to assist with any reasonable administrative duty at the request of the line manager for the post.

A PVG check / update will be required as soon as the post is offered.

SPN/LF