

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	Children's Services
Section:	Community Wellbeing and Resilience
Sub Section:	Children and Young People
Post Title:	Play Development Worker
Vision Post Number:	16567
Grade:	GR9
Responsible to:	Play Development Manager
Posts Reporting to this Post:	None
Team:	Play Service
DBS Required Level:	Enhanced - Child and Adult Barring
Location:	Rhondda Cynon Taf
Date of Description:	September 2019 (This post is externally funded)

KEY OBJECTIVES

To assist with the development and implementation of the RCT Play Strategy, including the delivery of the statutory Play Sufficiency Audit Action Plan.

To assist the development and delivery of play opportunities across the County Borough, developing opportunities to work in partnership with third sector play providers and youth and community organisations in RCT.

To support the Care2Play Service in RCT to ensure children who experience barriers to play receive appropriate support to access meaningful play opportunities.

To enable the LA to meet its statutory duties and responsibilities in relation to Play.

SPECIFIC RESPONSIBILITY

1. Responsible for supporting the development of quality play provision across the County Borough in order to provide the best possible outcomes for children and young people aged 5-14 years.
2. To promote and champion Play at all times with internal and external services and community groups assisting to raise awareness of the critical role it plays in children's development.
3. To take a proactive approach to engaging a range of partners in the delivery of Play opportunities both in term time and school holidays and to support the effective co-ordination of activity across providers to ensure gaps in provision are addressed and that all children and young people have full and fair access to Play opportunities.
4. Work with all approved suppliers to support the delivery of the Care2Play Service in RCT by providing placements for children who experience barriers to play to receive appropriate support to access meaningful play opportunities in universal local settings wherever possible.
5. To appraise referrals received from various sources identifying appropriate placements to meet the desired outcomes of their individual Passport to Play.
6. To monitor and support the implementation of the Passport to Play scheme for children/young people with additional support and where necessary provide guidance and support to providers on the completion and review of them to ensure they are continuously being updated to meet the identified and emerging needs of the CYP.

7. To co-ordinate the delivery of Playschemes during school holiday periods, including the procurement of places that meet the needs of children and young people in consultation with them ensuring coverage across the County Borough and reporting gaps in provision to the Play Development Manager.
8. To effectively use of the Service's Dynamic Purchasing System via the Council's BRAVO system, working closely with Play providers to procure high quality Play places across the County Borough.
9. To develop and oversee a County Borough wide Play Forum for providers to be involved in the development, implementation and monitoring of the RCT Play Strategy, to jointly plan provision and to share good practice.
11. To ensure that all quality assurance mechanisms, safeguarding and health and safety policies and procedures are adhered to at all times, including EVC.
12. To take personal responsibility for keeping up to date with national guidance, changes to legislation and new strategies which might impact on this role.
13. Provide and present detailed reports (financial, statistical, qualitative and quantitative) on the delivery of Play services to the Play Development Manager and recommend improvements as necessary.
14. Responsible for representation at local and regional meetings and events on behalf of the Play Service.
15. To maintain and store of accurate data in accordance with internal and external requirements and standards, communicating effectively with a range of professionals and sharing appropriate information in line with agreed protocols for the benefit of children and families.
16. To participate fully in feedback and supervision with the line manager.

17. Be responsible for own personal learning and development.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>Level 3 Play qualification or ability to undertake the qualification within 12 months of being appointed.</p> <p>Sound knowledge and understanding of relevant policy and legislation regarding the provision of play services.</p> <p>Sound knowledge and understanding of the issues currently affecting playwork.</p> <p>Sound knowledge and understanding of Child Protection processes and procedures.</p> <p>Knowledge of the challenges facing children, young people and their families in RCT.</p> <p>Appreciation of the challenges of partnership working.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p>	<p>Knowledge of Play providers in RCT.</p> <p>Welsh Language Level 2 - Level 5. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/Welshskills.</p>
EXPERIENCE	<p>Experience of partnership working within the Play sector.</p> <p>Experience of working within CIW regulations.</p> <p>Experience of providing support, advice and guidance to other organisations.</p>	<p>Experience of completing CIW registration process.</p> <p>Establishing a multi-agency Play forum.</p>
COMPETENCIES		

Working with partners	<p>Works to overcome conflicting viewpoints for the best interest of the service user</p> <p>Actively identifies partners and community networks that can be used for the benefit of the service user</p> <p>Ensures that everyone has a clear idea of what their roles are and what they are trying to achieve</p>
Working with team members	<p>Contributes to a strong team spirit of shared responsibility and co-operation</p> <p>Asks for support when needed</p>
Communicating effectively	<p>Genuinely listens to others' views, openly considering what they are saying</p> <p>Keeps a flow of information going to allow quick resolution of issues or queries</p>
Looking after service users' best interests	<p>Listens to the views of the service user and includes those involved with the service users, to define the best ways forward</p> <p>Is able to look broadly at the options possible and works alongside the service users to seek out possibilities.</p>
Achieving results	<p>Takes responsibility</p> <p>Is able to work effectively when under pressure</p> <p>Is flexible, can switch tasks/roles/priorities to deal with new demands, changes or new information.</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Flexible working arrangements</p> <p>Competent ICT skills</p> <p>The postholder will need to travel independantly throughout the Borough Council</p>