



## **Job Description**

**Job Title: Activity Manager**

**Responsible to: Project Manager and Board of Trustees**

**Line Managed by: Project Manager**

**Supported by: Activities Assistant Role 1 and Activities Assistant Role 2**

**Contracted Hours: 37 hours per week**

### **Lead role for:**

1. Holiday and after school club planning and implementation
2. Recruitment and training of Play workers
3. Line Manage Activity Assistants.
4. Designated joint Safeguarding Lead with Project Manager
5. Management of supervision and appraisals for all play workers and volunteers alongside Project Manager
6. OFSTED implementation
7. Referral management and home visits
8. Monitoring and Evaluating holiday and after school clubs
9. Lead for Health and Safety and Food Hygiene
10. Key point of contact for liaising with external professionals eg; OSLOs, Social Services and SECNOs in partnership with the Project Manager
11. Timesheet and payroll preparation liaising with Project Manager and Activities Assistant Role 1
12. Oversee policy maintenance and distribution amongst staff
13. Review DBS maintenance

### **Summary of essential job functions**

- Responsible for planning, delivering/leading and evaluating after school and holiday provision including youth group and post 18 sessions.
- Recruitment, training of playworkers, volunteers for all provisions in line with Let's Play constitution, policy guidelines and mission statement.
- Monitor evaluate and develop the performance of the Activity Assistants.
- Regularly schedule in and deliver team and solo meetings with the Activity Assistants to provide updates and to discuss the evolving priorities of the project.

- Maintain good working relations with the Project Manager, PA to Project Manager and Activity Assistants by respectfully providing support, feedback and encouragement when needed.
- Update Activity Assistants of changes in the strategic direction of the project when appropriate.
- Organise playworker supervisions for Project Manager and Trustees to complete.
- Manage session leaders for after school and holiday provision
- Promote Let's Play's ethos that Safeguarding is at the heart of what we do
- Responsible for safeguarding young people, staff, volunteers including training.
- Preparation of funding bids and reporting to current funders with detailed reports, in liaison with the Project Manager.
- Liaison with college placement student tutors and supervision of placement students.
- Collate information and statistics to assist Project Manager with reporting procedures including OCC Monitoring.
- Oversee the DBS register and ensure it is up to date. Assist with the completion of the DBS paperwork. Send off to umbrella organisations when necessary.

## **Key Responsibilities**

### **1. Playworkers and Students, Volunteers.**

- 1.1 Recruit and select play workers in partnership with the Project Manager and Trustees.
- 1.2 Assist the Project Manager in organising play worker supervisions and professional development.
- 1.3 Identify the individual play workers personal and professional development needs in partnership with the Project Manager
- 1.4 In conjunction with the Project Manager plan, deliver and evaluate the training provided for all staff.
- 1.5 Effectively deploy play workers, ensuring that appropriate numbers of play workers relevant expertise are available to meet the needs of the young people.
- 1.6 As and when required complete references for play workers in partnership with the Project Manager.
- 1.7 Distribute and collect timesheets monthly and complete preparation for pay roll.
- 1.8 Train and Monitor play workers when providing feedback to parents after each activity and in debriefs and reflections.
- 1.9 Policies - In partnership with Trustees and Project Manager write and implement any new policies.
- 1.10 Lead for arranging cover for staff holidays and to ensure appropriate number of play workers available to cover holidays.

## **2. Play/Activity Sessions**

- 2.1 Plan, implement and evaluate holiday and after school programmes within the budget.
- 2.2 Complete yearly risk assessments for activities.
- 2.3 To lead and appropriately delegate, holiday and after school sessions including youth group, ensuring the wellbeing and safety of the young people and play workers in accordance with the Let's Play policies and procedures.
- 2.4 To work in partnership with other providers, the Frank Wise OSLO, mainstream school staff and OCC staff at Samuelson House to support the inclusion of disabled young people.
- 2.5 Plan and set up after school and holiday transport.
- 2.6 Communicate effectively with play workers and session leaders to ensure they are up to date with activities planned and where and when they are needed.
- 2.7 Work with the Project Manager to identify available funding and apply where appropriate for holiday and after school activities.
- 2.8 Provide weekly forecast of intended tasks to be delivered within working hours to Project Manager

## **3. Young People and their families**

- 3.1 Undertake/delegate where appropriate visits for new young people to assess their needs and establish a good relationship with their family.
- 3.2 Cultivate and mainstream relationships with parents/carers, keeping them informed about the young person's activities and progress.
- 3.3 Work in partnership with young people to promote self-advocacy.
- 3.4 Create holiday, after school and POST 18 timetables and where possible ensure every young person receives their first choice of activity.
- 3.5 Under the guidance of the Project Manager, ensure all young people, play workers, volunteers and buddies are safe and secure while in our care and share any concerns/developments with the Manager. Take the lead in promoting and evaluating the safeguarding procedures for all staff and in accessing and monitoring training. This will involve keeping a monthly check on the OSCB website, summarising information from the OSCB newsletters and sharing relevant information with staff and with parents. It will also involve being the first point of contact with other agencies (social services and schools) and keeping up to date with local and national policies and procedures in order to cascade this to all staff, with the support of the Project Manager. As Joint Designated Lead take responsibility for making referrals, following these up and sharing information with other agencies as appropriate and in line with OSCB guidance, in conjunction with the Project Manager.

## **4. Administration**

- 4.1 Oversee the maintenance of an accurate computerised child profile database and consent forms.
- 4.2 Under the guidance of the Project Manager set and work within budget for activities.
- 4.3 Keep accurate attendance registers including an up to date audit; assist with the completion of quarterly monitoring forms and oversee written reflections of sessions for evaluation purposes.
- 4.4 Attend regular meetings with the core team and Trustees.
- 4.5 Provide figures for auditing, monitoring and outcomes of Oxfordshire County Council.
- 4.6 Prepare an annual report for the Let's Play Annual General Meeting.
- 4.7 Play worker and Session Leader holidays – maintain records of staff holidays

## **5. Networking**

- 5.1 In partnership with the project manager, represent and promote the work of Let's Play to other organisations.
- 5.2 Develop and maintain good working relationships with other play and leisure providers and other professional bodies to promote inclusive play. Refer to paragraph 2.3
- 5.3 Feedback to funders on sessions they have supported via detailed reports.

## **6. Professional Development**

- 6.1 Engage with your Line Manager to undertake relevant and up to date training in line with the Project's needs.
- 6.2 Meet regularly with line manager to set and re-evaluate tasks in line with and to reflect evolving priorities
- 6.3 Attend regular Performance Review meetings with Project Manager and Trustee.
- 6.4 Adopt a flexible approach to working and undertake additional duties as deemed reasonable or appropriate, in line with the ever evolving priorities of the Project.
- 6.5 Engage with the Project Manager and Trustees to constructively scrutinize and evaluate all processes within your job role to ensure efficiencies and legal requirements are met.
- 6.6 Maintain good working relations with the Project Manager, PA to Project Manager and Activities Assistants by respectfully providing support when needed.