



Job Description

Job Title: Activities Assistant – Role 1

Responsible to: Activities Manager, Project Manager and Board of Trustees

Line Managed by: Activities Manager

Contracted Hours: 28 hours per week

Lead role for:

1. Day to day accounts and maintenance of SAGE accounting package.
2. Assist Project Manager with finances and associated admin tasks as required.
3. Invoicing and collection of fees for after school club and holiday activities.
4. Pay authorised expenses and invoices.
5. Bank Reconciliation (Monthly).
6. Payroll – Assist as required, Activity Manager in payroll management and pay staff.
7. Provide sessional play worker/session leader cover as required by activities manager.
8. Assist where required with admin for play worker training.
9. Drive minibus as required for activities (training provided).
10. Attend TAF and CAF meetings liaising with activities manager.
11. DBS Applications and Maintenance.
12. Lead role for ISS applications
13. Assist Activity Manager with Policy maintenance
14. Lead for Website maintenance
15. Provide support Activities Manager regarding Home Visits
16. Designated safeguarding lead when Activities Manager and Project Manager not present.

Summary of essential job functions

- In partnership with the Activities Manager, plan, deliver and lead after school club sessions when required.
- Promote Let's Play's ethos that Safeguarding is at the heart of what we do.
- Responsible for safeguarding young people, staff, volunteers.
- Provide administration support to assist with recruitment, training of play workers and volunteers for all provisions in line with Let's Play Constitution, Policy Guidelines and Mission Statement.

- Assist core staff with bid writing as and when required.
- General accounting procedures including: entering invoices onto SAGE, processing payments and issuing receipts, banking cash/cheques to be authorised by the Project Manager.
- Enter all payments onto a monthly spreadsheet and assist the Project Manager with monthly accounting.
- Assist with office organisation including filing, IT systems, and trouble shoot issues for other core staff.
- Take the lead in responding to enquires through the info@letsplaybanbury.org email.
- Assist with other routine administrative tasks (thank you letters/email communications/ telephone and pass on messages via email).
- Distribute policies ready for review to core staff then send to Trustees. Update agreed alternations to policies.
- DBS – ensure that the register is up to date and inform staff, volunteers and trustees when they need their DBS renewing. Assist with the completion of the DBS paperwork. Send off to umbrella organisations when necessary.

Key Responsibilities

1. Playworkers, Students and Volunteers

- 1.1 Recruitment – provide administrative support to the Project Manager, Activity Manager and Trustees.
- 1.2 In conjunction with the Project Manager and Activities Manager plan, provide admin support for training provided for all staff.
- 1.3 Effectively deploy play workers, ensuring that the appropriate numbers of playworkers with relevant expertise are available to meet the needs of the young people when leading sessions, when carrying out the role of Session Leader.
- 1.4 Monitor and support play workers when providing feedback to parents after each activity and in debriefs and reflections within the sessions you lead.

2. Play/Activity Sessions

- 2.1 Plan, implement and evaluate after school sessions within the budget as required, when carrying out the role of Session Leader.
- 2.2 Support activities manager in completing yearly risk assessments for activities
- 2.3 To lead after school club sessions, ensuring the wellbeing and safety of the young people and play workers in accordance with the Let's Play policies and procedures, as required
- 2.4 Provide weekly forecast of intended tasks to be delivered within working hours.

3. Young People and their families

- 3.1 Undertake where appropriate home visits for new young people to assess their needs and establish a good relationship with their family.
- 3.2 Cultivate and maintain relationships with parents/carers, keeping them informed about the young person's activities and progress.
- 3.3 Under the guidance of the Activities Manager and 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 Managers, in line with Safeguarding and Project Policies.
- 3.4 Work in partnership with the young people to promote self-advocacy.
- 3.5 Provide information for parents/carers about any additional financial help available for fees.

4. Administration

- 4.1 Attend regular meetings with the core team and Trustees.
- 4.2 Work with the Project Manager and Activities Manager to ensure salaries are paid on time.
- 4.3 Prepare invoices for young people's activities and send to families.
- 4.4 Track and send receipts for fees collected in.
- 4.5 In partnership with the Activities Manager ensure that accurate records of Inclusions Support Scheme are kept up to date.
- 4.6 Undertake any additional administrative duties in relation to the Project at the discretion of the Activities Manager and the Project Manager.
- 4.7 In partnership with Activities Manager prepare an annual report for the Let's Play Annual General Meeting.

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.
- 5.3 When required visit schools/college to promote inclusive play and help students understand and complete specific courses.

6. Professional Development

- 6.1 Engage with your Line Manager to undertake relevant and up to date training in line with Project needs.
- 6.2 Meet regularly with line manager (Activities Manager) to set and re-evaluate tasks, in line with and to reflect evolving priorities.

- 6.3 Continually evaluate own performance and complete yearly appraisals with Line 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 Attend regular Performance Review meetings with Activities Manager, Project Manager and Trustee.
- 6.6 Engage with the Project Manager, Activities Manager and Trustees to constructively scrutinize and evaluate all processes within your job role to ensure efficiencies and legal requirements are met.
- 6.7 Maintain good working relations with the Project Manager, Activities Manager, PA to Project Manager and Activities Assistant by respectfully providing support when needed.