



Job Description

Job Title: Activities Assistant – Role 2

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. Service user profile and database maintenance.
2. Playworker and volunteer database maintenance.
3. Provide sessional playworker/sessional leader cover as required by Activities Manager
4. Assistant with admin support for supervisions and appraisals
5. Attend TAF and CAF meetings, liaising with Activities Manager.
6. Assist where required with admin for play worker training.
7. Drive minibus as required for activities (training provided)
8. Maintain working relationship with Frank Wise School and Cherwell Play Day Board.
9. Lead for Fire Risk Assessment and Fire Marshal (Training provided)
10. Management of all recourses and food shopping.
11. Designated safeguarding lead when Activities Manager and Project Manager are not present.
12. Distribution and collection of new play worker references.

Summary of essential job functions

- In partnership with the Activities Manager assist with the planning, delivering/leading activity sessions, including youth group and post 18 sessions.
- Promote Let's Play's ethos that Safeguarding is at the heart of what we do.
- Responsible for safeguarding young people, staff, volunteers.
- Support Activities Manager with the 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.
- Update young people's profiles and database with support from Activities Manager.
- Ensure play worker and volunteers contact database are up to date.
- Monitor and order essential supplies (washrooms)

Key Responsibilities

1. Playworkers and Students, Volunteers.

- 1.1 Provide support in the recruitment and selection of play workers in partnership with the Project Manager, Activity Manager and Trustees.
- 1.2 Maintain and updating the play workers database.
- 1.3 Support and develop volunteers whilst in the role of Session Leader.
- 1.4 Provide administrative support to Project manager and Activities Manager in the planning, delivery and evaluation of training.
- 1.5 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.
- 1.6 Monitor and support play workers when providing feedback to parents after each activity and in debriefs and reflections.
- 1.7 Prepare, send and collect references for all new play workers hired.

2. Play/Activity Sessions

- 2.1 Plan, implement and evaluate Holiday activity programmes within the budget when required.
- 2.2 Support Activities Manager in completing yearly risk assessments for activities.
- 2.3 To lead activity sessions, as required, ensuring the wellbeing and safety of the young people and play workers in accordance with the Let's Play policies and procedures.
- 2.4 Ensure appropriate food/snacks are available for each activity.
- 2.5 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 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, in line with Safeguarding and Project Policies.
- 3.4 Responsible for maintaining the young people's profile and database.
- 3.5 Work in partnership with the young people to promote self-advocacy.

4. Administration

- 4.1 Maintenance of an accurate computerised child profile database and consent forms.
- 4.2 Attend regular meetings with the core team and Trustees.
- 4.3 In partnership with activities manager prepare an annual report for the Let's Play Annual General Meeting.
- 4.4 Undertake any additional administrative duties in relation to the Project at the discretion of the Activities Manager and Project Manager.

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 need 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 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 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, Personal Assistant to Project Manager and Activities Assistant by respectfully providing support when needed.