



Job Description

Job Title: Activities Assistant. Holidays/Fundraising/Social Media

Line Managed by: Activities Manager

Reporting to: Activities Manager and Operations Manager

Contracted Hours: 30 hours per week

Key Responsibilities

1. Sessions / Key Staff and Young People

- 1.1.1. Assist the AM with appraisals and supervisions
- 1.1.2. Attend TAF, CAF and CIN meetings as required
- 1.1.3. Provide support to the AM in attending home visits for new service users
- 1.1.4. Designated Safeguarding Lead when OM and AM are not present
- 1.1.5. Assist with the effective deployment of play workers, ensuring that appropriate numbers of playworkers with the expertise are available to meet the needs of the young people in sessions
- 1.1.6. Train and monitor play workers throughout sessions and give feedback on performance during debrief and reflection sessions
- 1.1.7. Mentor playworkers whilst in the role of session leader, leading by example on every occasion
- 1.1.8. Provide a list of intended weekly tasks to be delivered within your working hours
- 1.1.9. Under the guidance of the AM and OM, ensure young people, play workers, volunteers and buddies are safe and secure whilst in our care and share any concerns immediately with the AM/OM
- 1.1.10. Communicate effectively with Playworkers to ensure they are up to date with planned activities and where they are needed
- 1.1.11. Work in partnership with the young people to promote self-advocacy
- 1.1.12. Develop innovative ways to work with parents and carers ensuring that communication is of a consistently high standard.
- 1.1.13. Management of resources for the holiday's sessions in conjunction with your partner Activities Assistant
- 1.1.14. Monitor stock and order essential supplies
- 1.1.15. Volunteer induction paperwork and training
- 1.1.16. As and when required perform the function of a session leader and playworkers in ASC or holiday sessions

2. Admin/Social Media and Funding

- 2.1. Keep shared files up to date and in line with GDPR guidelines
- 2.2. Keep all Social media outlets up to date with our current message, manage updates on campaigns and publicly thank supporters in necessary
- 2.3. Identify funding gaps and work together with the OM to highlight potential sources of funding. Formulate effective bids and funding applications in conjunction with the OM and update the funding bids accordingly
- 2.4. Feedback to funders on sessions or items they have supported via detailed report and pictures of appropriate
- 2.5. In conjunction with the OM, be the first point of contact for funding campaigns and Public Relations
- 2.6. Provide information to Trustees as required
- 2.7. Maintain a shared calendar for all core staff
- 2.8. Provide relevant and specific information for OCC quarterly reports
- 2.9. Keep DBS register up to date

3. Networking

- 3.1. In partnership with the rest of the Core Team, represent and promote the work of Let's Play to other organisations.
- 3.2. Develop and maintain good working relationships with other play and leisure providers and other professional bodies to promote inclusive play.
- 3.3. Cultivate and maintain relationships with parents and carers, keeping them informed of the young persons' activities session and progress
- 3.4. When required, visit local collages and school to promote inclusive play and keep yourself up to date with potential courses available
- 3.5. Maintain and build working relationships with Frank Wise and the Cherwell Play Board

4. Professional Development

- 4.1. Engage with your line manager in review meetings and input into target setting to ensure that you are happy with your personal development plan. Whilst self-evaluating your work and processes.
- 4.2. In conjunction with your line manager investigate, source and engage in training and development opportunities which benefit your role as Activities assistant.
- 4.3. Maintain a professional working relationship with all team members whilst constructively raising issues if they arise.
- 4.4. Liaise with the Board of Trustees and provide honest and open feedback when requested