



The Jeely Piece Club is a registered Scottish charity, No: SCO35027

JOB DESCRIPTION

Post:	Play Development Worker		
Salary:		Hours:	35 hours
Reporting to:	Senior Play Development Worker	Location	Varied
Main Duties: To assist the Senior Play Development Workers on all matters regarding play activities.			
To work as part of a team enabling play sessions for children age 5-12 years in an indoor/outdoor/outreach setting			
To develop the term time/school holiday activity programmes			
To manage and support sessional staff and volunteers in their work			
To interact and participate in the Jeely Piece Club's ethos of "free play" sessions with the children on a regular basis			
To attend staff meetings, training and development opportunities that are relevant to your role & the development of the organization.			
As part of a team, maintain varied play activity programmes / upkeep rooms / equipment / materials			
To assist in recording data, and monitoring and evaluation of the project			
To assist using the systems / procedures for bookings i.e. parties etc.			
To assist and maintain the links with Partners and organisation identified by the project			
To collect and distribute information from within and beyond Castlemilk, to maximise opportunities for local children			
To ensure that all activities are in line with the Jeely Piece Club policies and procedures and adhering to the Health and Safety guidelines			
To ensure JPC financial policies and procedures are followed e.g. cash handling			
To work with children and their families in a friendly, inclusive and non-judgmental way, to respect the right to confidentiality of children and their parents/carers			
Any other appropriate duties as directed by the Head of Play Services			



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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education, Qualifications & Training		
▪ First Aid Certificate		D
▪ Child Protection		D
▪ Sound knowledge of I.T. or willingness to undertake training on workplace processes.	E	
Skills, Knowledge & Competencies		
▪ Demonstrates considerable experience of working with children and families	E	
▪ Demonstrates the ability to work in an indoor/ outdoor/outreach setting	E	
• Has the ability to communicate fluently and effectively at all levels and to a variety of audiences including children	E	
• Able to work as part of a team and also use own initiative when required	E	
• Assist in evaluating service delivery, outcomes and achievements	E	
• Knowledge of child protection guidelines	E	
Other		
▪ Ability to work flexibly	E	
▪ Enjoy working with children and their families	E	
▪ Understand how poverty effects children, families & communities		D