

Play & Youth Services Manager: Information about the job

The Play & Youth Services Manager (PYSM) is responsible for managing the term-time and holiday services for children and young people at Markfield.

Term-time clubs: Our terms run for 10 weeks each (30 weeks per year in total).

We currently run 5 clubs each week during Markfield term-times, on weekdays after school, and one evening club. The clubs each have between 8 and 14 children/young people, with 4 or 5 staff including the manager/session leader. The PYSM oversees these services and works directly on four of the clubs. Each session is 3.5hrs, including a half-hour set-up and half-hour clear-up time. (another Session Leader runs the 5th club).

Session times in term-time (30 weeks a year)		
Note: the Manager oversees all of these five term-time sessions, and will work directly on 4 of the clubs each week		
Monday	No children's session currently	
Tuesday	Afterschool club 4-6.30pm 5-12yrs	Evening youth club 6.30-9pm 16-25 yrs
Wednesday	Afterschool club 4-6.30pm 14-20yrs	
Thursday	Afterschool club 4-6.30pm 5-12yrs	
Friday	Afterschool club 4-6.30pm 13-19yrs	

Holiday playschemes (7 weeks a year)

Markfield runs playschemes during every school holiday – approximately 35 days a year, depending on funding & demand. The playschemes run for five hours a day 10am to 3pm. Our playschemes typically cater for up to 15 disabled children & siblings per day, with a team of around 6-8 sessional staff. The Manager oversees all the playschemes and they work directly on some of them (approx 6 weeks a year). Other playscheme days are led by other session leaders.

Staff team

There is a team of 3 Senior Sessional Workers plus around 5 casual Play/Youth Workers who staff the clubs and playschemes. We also have volunteers working on some sessions in addition. The Manager will help to co-ordinate the sessional staff & volunteer recruitment, and they will directly supervise around 6 of the sessional staff & volunteers.

Hours of work

The post is a 35-hours a week 52-weeks a year salaried role. The pattern of working hours varies between the term-time weeks and the playscheme weeks (see details below).

Annual working pattern of the Play & Youth Services Manager

- **Termtimes:** during Markfield term-times (30 weeks of the year) the Manager's working pattern is five days per week, with three of those days working directly on an afterschool club (sessions of 3.5 hours), and one evening session. The finishing time is 7pm on three days and 9.30pm on one day, and flexible hours on the fifth day. The total hours working directly on sessions is 14 per week, with the remaining 21 hours a week for planning, preparation, evaluation, management tasks, training and meetings.
- **Holiday playschemes:** on the playschemes that the Manager directly works on (approximately 6 weeks a year) they will work five days a week 8.30am to 4pm. During the playschemes 30 hours a week are direct contact time on sessions, plus 5hrs planning time.

Annual leave

The Manager has an annual leave entitlement of 25 day a year pro rata. Leave may only be taken during certain periods of the year to fit in with the schedule of services. Five of the annual leave days *must* be taken during the Xmas shutdown (between Christmas and New Year). The remaining leave days can be taken during the other times of the year in which the Manager is not scheduled to work directly on sessions. These are periods in between the terms and the holiday playschemes – approximately 14 weeks a year in total - during which annual leave may be taken.

Key tasks of the Play & Youth Services Manager role

Publicising and filling the places on clubs and playschemes

- Publicising the services to families – writing & distributing publicity (flyers, emails, twitter)
- Taking referrals from families and other professionals, and managing bookings for services
- Carrying out full needs assessments together with families, prior to new children starting
- Liaising with the Local Authority Disabled Children's Team & schools regarding filling places
- Liaising with the Local Authority and the Operations Manager regarding invoicing.

Organising the sessions

- Recruiting sessional staff, interviewing and inducting new staff
- Organising staff rotas for sessions, and arranging cover for staff absence
- Organising transport for sessions – booking minibuses and taxis, compiling transport lists for pick-ups and drop-offs from sessions
- Organising the purchasing of refreshments, materials, equipment and other resources for the sessions, managing this within the set budget
- Planning session activities in collaboration with the staff team, and writing session plans
- Ensuring that registers are taken, and following up with families regarding non-attendance
- Ensuring that clearing up of the building & playground is done at the end of sessions.

Safeguarding

- Ensuring that the practice complies with Safeguarding and Health & Safety requirements
- Responding to incidents and accidents - ensuring incident, accident and monitoring reports are completed and shared with the Designated Safeguarding Officer, and doing any follow up actions
- Maintaining an overview of safeguarding concerns regarding any children or young people who are at risk, on Child Protection Plans, Child in Need Plans or needing monitoring
- Ensuring individual risk assessments are carried out and updated as needed
- In co-ordination with the Designated safeguarding Officer, liaising with relevant professionals (such as social workers and school staff), and following the Working Together to Safeguard Children 2015 guidance for good practice.

Budget management

- Ensuring that the children & youth services are run within the set budget
- Monitoring expenditure on staffing and resources, and income from session fees
- Holding the petty cash float for the projects team, and reconciling this monthly
- Compiling management accounts for the children and youth departmental budget every quarter using Excel spreadsheets, and participating in drawing up the annual budget.

Evaluation & monitoring reports to funders

- Gathering feedback regularly from children, young people and families, and compiling into evaluation reports
- Writing monitoring reports for funders giving statistical data on children attending, and qualitative reports detailing the outcomes achieved and feedback, with case studies

Staff management

- Overseeing the team of around 10 sessional staff working on the children & youth sessions
- Directly supervise around 6 sessional workers and volunteers: this entails conducting regular supervision, annual appraisals, organising training, dealing with disciplinary issues.

Staff meetings and training

- Organising and leading regular team meetings for the Children and Youth team
- Attending whole team meetings, and chairing & writing the minutes on a rota basis
- Devising and delivering training of playworkers for training days run before playschemes.

Reporting and service development

- Reporting to the Director, and being a part of the monthly Senior Management Team meetings
- Maintaining a detailed Service Delivery Plan for Children & Youth Services, and reporting on this regularly to the Senior Management Team and Executive Committee.
- Responsibility for the strategic development of the children and youth services, including keeping abreast of national and local policy changes, attending local policy forums, planning and costing new projects, and participating in writing funding bids.