

## **Markfield Job Description**

<b>Job Title:</b>	Play & Youth Services Manager
<b>Responsible to:</b>	Director
<b>Responsible for:</b>	Session leaders; Senior play/youth workers; casual Play/youth workers, volunteers and people on placement
<b>Salary:</b>	spine points 32 to 34: £31,232 to £33,000 per year pro rata.
<b>Hours of work:</b>	28 to 35 hours per week negotiable, including some evening work
<b>Holidays:</b>	25 days per year, rising to 30 days pro rata after three years

### **Purpose of the job:**

You will be responsible for the day to day operation and strategic development of Markfield's Play & Youth Services.

You will ensure the delivery of inclusive services which support disabled children & young people to develop positive relationships and self esteem, and you will involve children and young people in planning and designing services which are dynamic and responsive to local needs, choices and aspirations.

As a member of the Senior Management Team you will contribute to the overall strategic development of Markfield.

Training will be available to help develop skills.

### **Duties and responsibilities:**

#### **Strategic planning and development of services:**

- Developing and implementing a Service Delivery Plan which ensures the services can meet local need and contributes to the aims of Markfield's strategic plan, and are financially sustainable.
- Planning, setting up and delivering term-time and holiday play and leisure services which meet the needs of disabled children & young people and siblings.

- Ensure services are planned, and delivered within Markfield policies and procedures, legal regulations, and contractual requirements of funders.
- Ensuring the meaningful participation of children & young people with a wide range of needs in the planning, evaluation and review of services.
- Participate in developing training workshops on disability and good inclusion practice, and delivering these to staff and other professionals.
- Working in partnership and liaising with the other Markfield teams, parents/carers, and external agencies and individuals as appropriate.
- Working with Markfield Safeguarding Lead to contribute to processes which ensure the safeguarding of children and young people, working within Markfield's policies and procedures.
- Working with the Markfield Operations Manager to ensure that the building, playground and resources are appropriately maintained within the organisation's Health and Safety procedures, and are suitable for the needs of children & young people using the service.
- Work with the Director in drawing up fundraising bids for planned developments in the service.

**Service management:**

- Ensure the services are effectively promoted and publicised to all sections of the local community.
- Recruit, supervise, appraise and plan the training and development of staff in order to meet the needs of the service.
- Plan and undertake the tasks in relation to running sessions, including: filling places, arranging staffing, transport, planning activities, organising resources, creating session plans.
- Developing and implementing monitoring and evaluation systems to ensure the delivery of high quality services.
- Participate in drawing up budgets for the service.
- Monitor income and expenditure and produce quarterly management accounts for the services you manage.
- Reporting regularly to the Senior Management Team, Executive Committee, funders and other stakeholders on the performance and development of the service.

**Other lead management roles:**

- To be the named contact for Ofsted and ensure that services are provided within Ofsted regulations.
- Manage petty cash for the projects team and co-ordinate the central purchasing of play resources for sessions.

**Other responsibilities:**

- Be administratively self-supporting and ensuring effective administration of the team's work.
- Implementing and ensuring the implementation of organisational policies and procedures in all aspects of work.
- Participating in team meetings, Executive Committee meetings, planning days, and Markfield events.
- Plan for and participate in regular supervision to review your work, development and training needs.
- Undertaking training as required.
- Any other duties that may reasonably be determined by the Director or Executive Committee.

**MARKFIELD**  
**Play & Youth Services Manager**  
**Person Specification**

**Experience of:**

- working with groups of children / young people in a playwork or youth work setting (minimum 2 years)
- working as part of a team to plan, deliver, and manage group-based services
- working with children and/or young people with learning disabilities/autism
- managing and supervising staff or volunteers
- managing budgets

**Qualifications:**

- Minimum Level 3 qualification, either in playwork, youthwork, childcare, or another relevant area.

**Skills and abilities:**

- Ability to plan, deliver and review a programme of varied play and leisure activities which can meet the needs of groups of children & young people with a wide range of needs and interests.
- Ability to manage risk whilst encouraging children and young people to challenge themselves and develop.
- Ability to build and maintain positive working relationships with young people and their families and a range of other local professionals and organisations.
- Ability to develop and use creative quality assurance measures to improve and develop services.
- Ability to plan and deliver training programmes to support the development of good practice.
- Ability to manage Safeguarding procedures inline with legislation and guidance.
- Ability to work on your own initiative and to meet deadlines, and to be administratively self supporting, using manual and computer-based systems, including use of Microsoft Office applications (Outlook, Word, Excel).
- Good written communication skills, and the ability to produce accurate and succinct written reports and contribute to the creation of publicity materials.
- Ability to supervise, manage and motivate staff.
- Ability to work within organisational policies and procedures, and to understand and work within contractual and regulatory frameworks.

**Other**

- Availability to work regular evenings during term time, and flexible daytime hours during school holidays.

**Knowledge and understanding:**

- Knowledge of relevant legislation and regulatory frameworks that impact on your role, including OFSTED National Standards for Out of School Care.
- An in depth understanding of playwork and it's role in young people's development.
- Commitment to and an understanding of equal opportunities and anti-discriminatory practice.
- Commitment to promoting rights, independence, choice and inclusion for disabled people, and an understanding of how these can be practically promoted within playwork.
- Understanding of the voluntary and community sector.

**It will be helpful for us to know if you meet any of the following criteria, but they are not essential to your application.**

- Ability to use a community language relevant to Haringey's population eg. Turkish, Somali, Spanish, French, Bengali, Polish.
- Ability to communicate using non-verbal communication systems eg. British Sign Language Makaton; PECS