**JOB DETAILS** 

Job Title: Senior Play Ranger

Reports to: General Secretary, Kirkcaldy YMCA

**Overall Function**

To plan, develop and coordinate the running of the ‘Organised Outdoor Community Play Fund’ project and work alongside the Play Rangers and sessional staff in bringing outdoor community play activities to children, young people and families.

Encouraging, supporting and motivating people to participate in free play and enjoy the outdoors. Providing inclusive opportunities for people to enjoy play, build relationships within their neighbourhoods and support the holistic wellbeing of all involved.

**Place of Work**

Based at Kirkcaldy YMCA Hub, Oswald Road, Kirkcaldy KY1 3EZ, the adjacent Gallatown play space **and** Valley Primary School Play Pod, Kirkcaldy KY2 6BL

**Pay Rate, Hours of Work and Place of Work.**

This post is fixed term until 25 March 2022. The rate of pay is £12 per hour for 15 hours per week.

11 hours each week will be outwith school hours and during school holidays providing play opportunities with the Play Rangers, normally Monday to Friday although some evening or weekend work may be required from time to time. 4 hours per week can be worked flexibly for planning, preparation, monitoring and evaluation.

The post will be offered subject to satisfactory references, 3 month probationary period and PVG check.

**PERSON SPECIFICATION**

***Essential Criteria***

* SVQ3 Play Work/Youth Work/ HNC Early Education and Childcare/equivalent.
* Experience working with children and young people with different backgrounds, ages and abilities.
* An understanding of the principles of play and the role of adults
* Ability to think creatively about delivering outdoor play and free play sessions and an enthusiasm for active, outdoor working
* Awareness of Child Protection Guidelines and relevant legislation
* Excellent communication with children and adults
* A commitment to partnership working
* Good team worker and ability to use own initiative
* Administration skills: social media awareness, keeping records, logs, policy implementation.
* A heightened awareness of Health and Safety issues and Risk Assessment
* Experience of reporting and evaluation, including writing reports.
* Experience in project planning and delivery
* Experience of recruiting and managing volunteers
* Experience in supervising staff
* Commitment to the success and sustainability of the project
* Personal skills to include; adaptable to varied workload, flexible approach to working hours, willingness to work in all weathers, good physical health, patient and tolerant, organised and efficient.

*Desirable criteria*

* Basic first aid (training can be given)
* Knowledge of local area
* Experience of consultation techniques with children
* Ability to advocate for children’s rights and promote participation in decision making.
* Experience of working with children and additional support needs.

KEY TASKS & RESPONSIBILITIES

* Provide outdoor play opportunities all year round.
* Facilitate freely chosen and self-directed play opportunities for children and families
* Encourage children and families to help plan and choose the kind of activities that they would like to do.
* Supervise children at all times making sure that safety procedures are followed conforming to our Child Protection, Health and Safety and any other relevant policies completing any appropriate reports such as accident/incident forms.
* Encourage good behaviour and deal with any challenging behaviour in accordance with the projects policies and procedures.
* Maintain a register of attendees at sessions for evaluation, child protection and track and trace purposes
* Ensure non-discriminatory practices at all times, in line with the equal opportunities policy.
* Preparation and clearing up activities/areas
* Contribute to joint working and partnership working ensuring positive relationships with all concerned.
* To liaise and work with parents, carers, professionals and partnership agencies.
* Service planning, development and delivery.
* Data collection and analysis of evaluation methods with support of line management.
* Writing of reports for funder and take part in performance review meetings.
* Day to day supervision of the Play Rangers and any volunteers.
* Recruit and induct volunteers and sessional staff where needed.

**SUPERVISORY RESPONSIBILITES**

The post holder will be responsible for the day to day supervison of the Play Rangers and any sessional staff or volunteers during sessions. The post holder will also liaise with any invited Play/Youth leaders or event leaders at sessions.

As this project is not childcare provision, no child should be left in the post holders sole care. However it is the post holders responsibility to take all steps to ensure the safety of children at sessions in accordance with all policies and procedures.

**SUPERVISION RECEIVED**

Regular support and supervision meetings will be arranged with the General Secretary. On a day-to-day basis support is available from the YMCA Business Support Officer by telephone and email.

**MONETARY RESPONSIBILITIES**

None. Requests for resources etc must be made by email to the General Secretary (or the authorised officer in their absence). No monies spent will be reimbursed without prior authorisation in writing/email from the General Secretary (or the authorised officer in their absence).