 **JOB DESCRIPTION**

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| **Post Title:** | Development worker |
| **Salary :** | £24,473 |
| **Hours:** | Flexible and to be negotiated around the preferences of the postholder and the needs of the work (but would always be within the hours of 8.30 – 6 Monday to Friday).  Hours can be annualised as more work will be required during the school holidays.  This job could be full or part time though a minimum of 25 hours per week will be required. |
| **Location:** | Growing Together Northampton Blackthorn Bridge Court NN3 8QH and Brookside Hub, Billing Brook Road Northampton NN3 8NP |
| **Reports To:** | Chief Executive |
| **Purpose of post:** | To build and develop community services for children and young people including setting up a holiday playscheme. |

**This is a new position in the organisation and will be part of the community work team. The main role is to develop a holiday playscheme based in Blackthorn community centre for children aged 4 -11 This should run from from Easter 2022.**

**Additionally the role includes working in the community from our 2 Hubs engaging with parents, children and young people, to set up activities and groups for them such as Tots groups and school holiday activities.**

**Responsibilities and Specific tasks**

**Holiday Playscheme**

1. To build on this summers experience of running a holiday playscheme and develop a holiday playscheme to run from April 2022 in all school holidays (apart from Christmas).

This post holder will be the lead for the playscheme responsible for:

* Researching demand
* Planning the service
* Publicity and administration
* Recruiting, training and managing a small staff team
* Performance and outcome monitoring

1. Ensure that children attending the sessions have valuable and fun experiences
2. To undertake the planning for the playscheme incorporating ideas from children, staff and volunteers.
3. To plan and lead activities during the day and to support other staff leading them
4. To work with the Early Years and childcare coordinator to ensure the safety of the children at all times in line with the Safeguarding policy
5. To manage the premises for the duration of the scheme ensuring it is tidy at the end of each day so that the space can be used by other groups
6. To adapt practice and promote an inclusive approach for all children attending the setting including those with additional needs.
7. To work and adhere to Growing Togethers policies and procedures.
8. To prepare and handle the provision of meals and snacks safely in the setting, and promote healthy eating
9. To work within a given budget for activities and resources.
10. To communicate effectively within the team, and other professionals/ agencies.
11. To understand the confidentiality policy of the organization and to work to it all times

**Community work**

1. To develop and run activities and events, with a focus on activities to support families. These activities and events should be designed to maximise the active participation of local residents in running them
2. To support the existing activity at Brookside Hub and Blackthorn, developing new groups and covering sessions on a regular basis
3. To offer one to one support to individuals – often signposting and help with form filling
4. To work with partner organisations in running events and working together on joint projects

**Person Specification**

| **Attributes** | **Essential Criteria** | **Desirable Criteria** |
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| **Education and Qualifications** | GCSE A-C or equivalent in Maths and English  This post requires satisfactory clearance of DBS disclosure. | A level 3 qualification or A levels  Youth work / childcare / community work qualification.  Evidence of relevant training and development |
| **Experience and Knowledge** | Experience of or understanding of the issues in deprived communities and a good practical understanding of the opportunities, issues and challenges encountered.  Experience of working with children particularly children of primary school age.  Proven ability to work on own initiative and manage own workload  Good activity/project management skills to enable the successful delivery of events and activities | Experience of working in multi-disciplinary teams.  Experience of working with families in their own homes.  Experience of working with volunteers or being a volunteer |
| **Abilities and Skills** | Excellent interpersonal skills | Driving licence and access to a car |