



## Outdoor Play and Learning Manager - Fixed term until 31<sup>st</sup> March 2023

**Hours:** 21 hours per week rising to 28 hours from 1<sup>st</sup> June 2020

**Salary:** £27,000 (Pro rata £21,600 for 28 hours)

**Holiday:** 28 days plus 10 Public Holidays ( Pro Rata allocation)

**Pension:** 3% Employer contribution 5% Employee ( NEST)

**Application Closing Date: 9am Thursday 30 April 2020**

We are looking for a leader who loves to play, has a passion for developing potential and who comes with a wealth of skills and experience in play, early years and youth work, project management, people management, operations and logistics.

### Application process:

To apply please email [info@concretegarden.org.uk](mailto:info@concretegarden.org.uk) with:

Subject - Outdoor Play and Learning Manager Application – Your Name -

Then Attach

- A copy of your CV
- Plus a covering letter as an attachment (2 side A4 maximum) detailing
  - What motivated you to apply for this post
  - How your skills and experiences match this post
  - An example of a youth service and staff team you have developed and managed

Delivered by



This post is funded through Young Start - A grants programme run by the Big Lottery Fund, which is distributing money from dormant bank accounts and aims to create opportunities for Scotland's children and young people aged eight to 24 to help them realise their full potential.

### **About Outdoor play and Learning**

In 2016, after community led consultation and design collaboration with local children, we fundraised and built 'The Natural Play Area' we now have more that 340 children registered to play and deliver around 150 play based activities each year.

Over the last 12 months we have transitioned from externally contracted play rangers to our own team of 3 part time Outdoor Play and Learning youth workers and 3 sessional Outdoor Play and Learning youth workers.

### **About You**

We are looking for a highly experienced, dynamic, motivated person to lead this team while developing and growing our work with Children and Families in Possilpark.

- You must be passionate about play and understand the essential role it has in children and young people's lives.
- You must be able to translate that passion, experience, knowledge and drive into leading and growing our play services and team.

## Key Job Duties

**Reports to:** The Concrete Garden Management Committee and Project Manager

**Supervises:** Staff, Sessional staff, Volunteers

**Manages:** Partnerships, Contracts, Grants, Service level agreements

- Provide leadership, support, supervision, learning and development opportunities for our team of Outdoor play and learning Youth Workers.
- Develop, coordinate and manage a programme of outdoor play sessions ensuring play opportunities take place in a challenging and safe environments and meet all the appropriate health and safety standards
- Develop and maintain a play risk register, reviewing structure and repairs management and seeking opportunities to expand, create and build new play services and facilities in our community
- Take the lead in developing marketing material (both online and print) for the play programme
- Lead Child Protection Officer, working with the Trustee CPO rep and project manager to ensure everyone operates within professional boundaries when developing and maintaining relationships with children, young people and the wider community. Leading on safeguarding and child protection, developing and implementing robust policy, procedure and training.
- Source and secure ongoing funding. Manage complex, multi grant budgets and implement robust finance and expenses cash procedures across play staff team.
- Seek new ways to support play services through the creation of partnerships and income streams.
- To develop and deliver a robust evaluation and monitoring plan and meet all reporting requirements
- Ensure Young People's voices are always heard, their opinions and choices acted upon and that we embody a child led or co-creation environment, which stimulate children's play and maximise opportunities for a wide range of play experiences.
- Work closely with 'The Back Garden' urban growing & community development worker to coordinate opportunities for families and children to gather for outdoor learning and fun through family gardening , outdoor play sessions, outdoor cookery sessions and family orientated events.
- Develop the project in partnership with our Volunteer project to support a programme for young volunteers. Seeking out opportunities, rewards and accreditation or recognition for the young people.
- Work with the Project Manager and Trustees and wider community focus groups to identify major issues affecting children & young people in Possilpark. Developing appropriate playwork practice to help meet those needs, in conjunction with relevant local and national agencies, community groups, housing associations, and other services.
- Continue to establish the Natural Play Area as a vital community asset, providing a vibrant outdoor space for Children to play outdoors and in Nature
- Go out into the community, strengthen connections, raise the profile of the play area, and gather useful information to improve our services based on what people need and want.

## PERSON SPECIFICATION

Personal Qualities	
You must be a playful, positive role model for young people who believes in and recognises their potential and the power of play.	<b>Essential</b>
Experience	
Minimum 2 years Managing a youth service and staff team	<b>Essential</b>
Proven experience of working with young people from nursery and beyond in a range of settings, including outdoors work	<b>Essential</b>
Forest School, Outdoor education accreditations	<b>Desirable</b>
Proven experience of engaging vulnerable, disengaged or hard to reach young people	<b>Essential</b>
Experience of safeguarding and the development of child protection policies and procedures	<b>Essential</b>
Experience of managing and motivating a team, including paid staff, trainees, youth workers, placement students and volunteers	<b>Essential</b>
Experience of developing and implementing monitoring and evaluation processes for children and young people	<b>Essential</b>
Experience of planning and delivering outdoor activities	<b>Essential</b>
Knowledge of Youth Awards schemes; experience or interest in leading groups through their awards	<b>Desirable</b>
Experience working in partnership with external agencies	<b>Desirable</b>
Proven record of sourcing and applying for grant funding or income generation activities.	<b>Essential</b>
Experience of managing multiple funders and budgets	<b>Essential</b>
Educational / Vocational Qualifications	
A relevant qualification in community education or youth work or proven skilled 'in work' equivalent	<b>Essential</b>
Skills	
Excellent communication and interpersonal skills, both written and verbal with both young people and adults	<b>Essential</b>

Ability to engage staff, volunteers and young people through inspirational play work and collaborative working practices	<b>Essential</b>
Strong commitment to young people and ability to engage and build positive relationships with disengaged young people	<b>Essential</b>
Ability to plan and deliver play work activities, including residential trips, excursions, holiday programmes, special interest activities and events	<b>Essential</b>
Ability to engage and develop groups of volunteers	<b>Essential</b>
Strong organisational skills and confidence with planning processes; ability to diligently maintain risk assessment, consent and evaluation documentation	<b>Essential</b>
A positive growth mind-set; willingness to undertake and deliver team training and support colleagues in their professional development	<b>Essential</b>
Good IT skills, including design, social media and website management	<b>Essential</b>
<b>Knowledge</b>	
Knowledge of the issues affecting young people and an ability to work with challenging behaviour and complex needs	<b>Essential</b>
Knowledge of monitoring and evaluation within youth work	<b>Essential</b>
<b>Special Requirements</b>	
A willingness to work unsociable hours (evenings and weekends)	<b>Essential</b>
PVG clearance and committed to Safeguarding children	<b>Essential</b>
We are committed to the community we work in, so would particularly welcome applications from candidates living in or from the Possilpark or wider North Glasgow Area	<b>Essential</b>