

## Job description and person specification Wolves Play Cafe Community Interest Company

Job role:	<b>Play Explorer</b>
Hourly rate:	<b>Self-employed contract at £16.50/hour</b>
Contracted hours:	<b>72 hours across initial 12 weeks with scope to extend with agreement from Wolves Play Cafe and Play Explorer</b>
Responsible to:	<b>Board of Directors</b>
Responsible for:	<b>No line management responsibility</b>
Location:	<b>Play locations across the city</b>
DBS Clearance:	<b>Enhanced Children (included as part of role)</b>

### Job purpose and role

To be part of Wolves Play Cafe Team, supporting and delivering varied play sessions and projects for young children and their caregivers across the city. This role will be part of achieving our organisational aims of:

- To initiate open-ended and carefully scaffolded play opportunities to support development and independence of young children in our city.
- To create a caring and cohesive community in our hometown – helping reduce feelings of isolation of caregivers of young children by providing safe, friendly, welcoming and diverse opportunities to enable valuable stories to be shared.
- To empower caregivers of young children to support their knowledge of children’s development which can create lifelong impacts for little ones’ lives in our city.

### What you'll be responsible for doing

- Making sure there are fun and friendly faces in all projects by carrying out required tasks to ensure sessions and outcomes are safe, playful and age-appropriate
- Thinking and working quickly and creatively to meet the needs and wants of children and families, whilst always making sure play is safe
- Celebrating the diversity of our city, ensuring you treat everyone equally who plays and interacts with Wolves Play Cafe and in a non-discriminatory way
- Knowing that the safety of children and vulnerable people is of the highest importance, and therefore ensure they are protected by your deep understanding and knowledge of safeguarding – what it is and what to do if you have concerns
- Contributing to the vision, ethos, aims of Wolves Play Cafe by helping each other, sharing ideas and attending catch-ups.
- Taking part in training opportunities that are both useful and required for the role as well as interested in to build skills and experiences

- Following organisational policies and procedures well so if something is not right you know what to do about it - whether that be an unhappy customer, a discriminatory incident, health and safety concern or safeguarding worry or disclosure. To also be able to monitor and update these policies to keep us all safe, legally compliant and able to enjoy play sessions and projects.
- Keeping personal information and details safe, secure and confidential by following our processes in line with our GDPR obligations.

## What we're looking for from you

Area of role:	We need you to...	Even better if you...	How we'll measure
<b>Skills, interests, what you know</b>	1) Have an interest in how children play, the importance of play and a passion for creating a safe, fun and supportive Wolverhampton for children of our city to grow up in  2) Understand safeguarding and the importance of this  3) Be friendly and be able to chat with people of all ages and backgrounds  4) Be able to understand and empathise with the highs, lows and challenges of family life with little ones  5) Be able to work together in a small team and also with partners in other organisations in an organised but creative way, where priorities can change quickly and you can still deliver good quality work  6) Be able to notice, monitor and communicate risks effectively to ensure we are safe and happy in our playing and projects  7) Have a positive outlook on training and networking opportunities and to enjoy keeping up-to-date with your knowledge and skills both personally and professionally  8) Be comfortable in written and electronic communication methods as well as in-person		Interview  Application Form  References

## What we're looking for from you (continued)

Area of role:	We need you to...	Even better if you...	How we'll measure
<b>About You</b>	<ol style="list-style-type: none"> <li>1) Be motivated and enthusiastic about the role and your part in the organisation</li> <li>2) Be able to celebrate yourself when you've done well, and know when you can do better</li> <li>3) Be able to be creative in your problem solving</li> <li>4) Be helpful and caring to children, adults and everyone we work with</li> <li>5) Know that it is by respecting and valuing others the different experiences, ideas and backgrounds others can bring that we can achieve more.</li> <li>6) Enjoy working on your own, with ways to motivate yourself to 'get things done' as well as being prepared to share and work collaboratively to achieve goals when needed</li> <li>7) Patience and resilience</li> <li>8) Be able to work professionally with confidential information as well as be approachable</li> <li>9) Know when to keep information and conversations confidential and when they must be shared for safeguarding or other reasons</li> </ol>		<p>Interview</p> <p>Application Form</p> <p>References</p> <p>Certificates</p>
<b>Your Learning</b>	<ol style="list-style-type: none"> <li>1) Have experience and examples of how you could fulfil the job description</li> <li>2) Be keen to get involved in training to support project and session delivery of Wolves Play Café, e.g. basic IT skills and Food Hygiene Certificate as well as standard training of required policies and procedures</li> </ol>	<ol style="list-style-type: none"> <li>1) Have general level of secondary education e.g. GCSE passes in 2 subjects</li> <li>2) Have training in child-care, development or catering</li> </ol>	<p>Interview</p> <p>Application Form</p> <p>Certificates</p>
<b>Your Commitment</b>	<ol style="list-style-type: none"> <li>1) Be committed to being part of Wolves Play Café's work and aims</li> <li>2) Be committed to wanting to deliver the best work and highest quality service we can and knowing the difference it can make.</li> <li>3) Be committed to wanting to have fun whilst serious about Safeguarding, Equal Opportunities, Data Protection and Health and Safety Policies</li> </ol>	<ol style="list-style-type: none"> <li>1) Commitment to self-development</li> <li>2) A driving licence might be useful but is not essential</li> </ol>	<p>Interview</p> <p>Application Form</p>

*"Do the best you can until you know better. Then when you know better, do better"*  
**Maya Angelou**

We strive to always do better, by having quality monitoring processes in place, asking questions of ourselves and gaining feedback from everyone we interact with at Wolves Play Café and being accountable to our community, funders and ourselves.