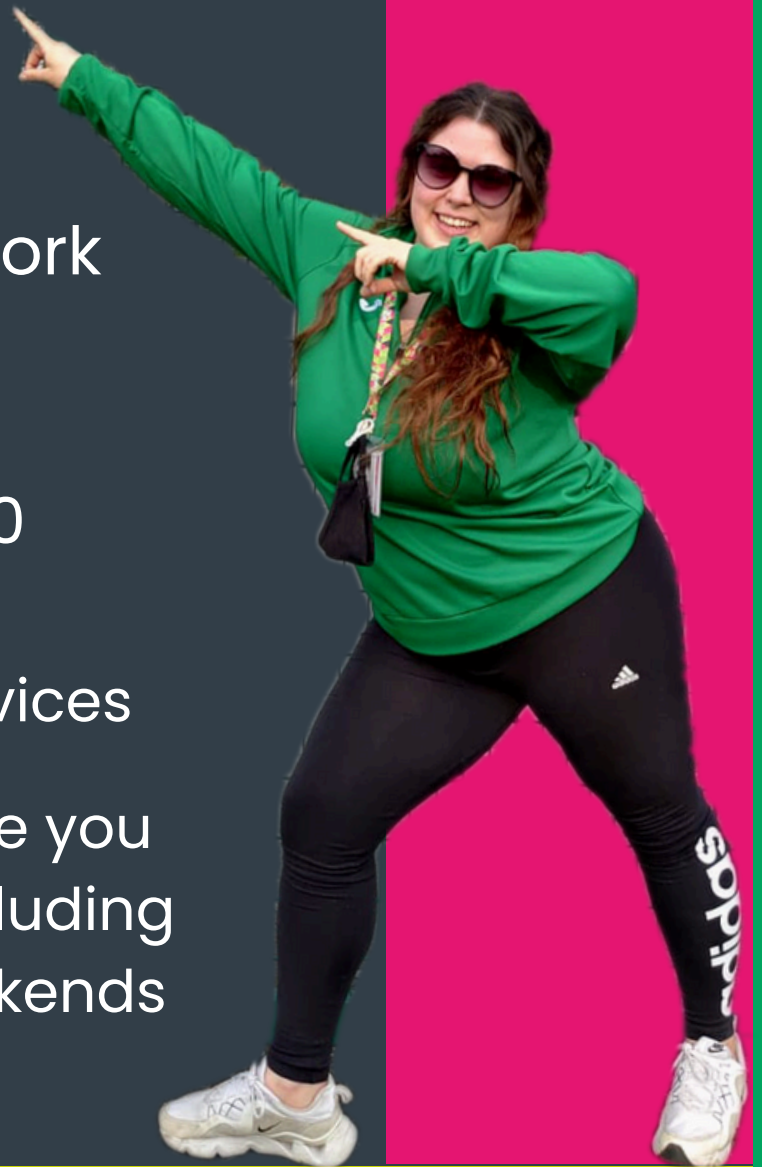


TRANSFORM YOUNG LIVES

- ♥ Job Role:
Universal Play Work
Manager
- ♥ Salary:
£28,000 – £33,000
- ♥ Reports to:
Head of Youth Services
- ♥ This role will require you
to work flexible including
evenings and weekends





FREE GYM ACCESS



FREE FRUIT & TOAST



33 DAYS LEAVE PRO RATA
(INCLUSIVE OF BANK HOLS)



TRAINING AND
DEVELOPMENT
OPPORTUNITIES



BIRTHDAY LEAVE



FREE MEMBERSHIP & HOLIDAY
CLUB FOR YOUR CHILDREN*

Lively, fun, 'sick'... these are some of the words our members use to describe Inspire.

Working with young people age 8-19 (25 with additional needs), we transform lives, helping them be the best they can be.

Opening in 2018, we're nearly 5 years old, and in those 5 years, we haven't stopped learning, and we haven't stopped developing. From a global pandemic to the cost of living crisis, we are there for young people when they need us and adapt to their ever-changing needs.

Open 7 days a week when schools are shut, at our most basic, we provide **somewhere to go, something to do, and someone to talk to.** Our 'see it to believe it' facilities give young people access to a range of activities, opens doors to a world of opportunities, and provides the perfect space to develop new relationships with both peers and positive role models.

Through our doors you'll find; a 3G pitch, gym, sports hall, climbing wall, dance studio, music room and much more.

Inspire isn't just be a place to go, it's a place to grow. And that's as much about young people as it our staff team.

There's so many perks to joining our staff team!

Our Culture



Committed



Supported



Ambitious



Present



Inspirational

THE ROLE

The Play Work Manager is a crucial leadership role at Inspire Youth Zone, with overall responsibility for the management and delivery of our Play Work services. This role ensures that younger children, typically aged 7-12, have access to engaging, safe, and developmentally enriching play opportunities that promote creativity, social interaction, and personal growth. As the Play Work Manager, you will lead the planning and implementation of a diverse range of play activities, ensuring they are fun, inclusive, and aligned with the developmental needs of children.

In addition to overseeing the delivery of play services, you will also act as the lead for safeguarding within the Play Work programme, ensuring that all activities meet the highest safeguarding standards. You will manage and train a team of coordinators, play workers and volunteers, ensuring that everyone involved in the programme is fully equipped to provide a safe and supportive environment for children.

The Play Work Manager plays a vital role in shaping the experiences of children, helping them build confidence, develop social skills, and enjoy their time at Inspire Youth Zone. Through dynamic leadership and a creative play programme, you will foster an environment where children feel safe, supported, and empowered to explore and grow.



KEY RESPONSIBILITIES

Programme Development and Delivery

- Lead the design and delivery of the Play Work programme, ensuring a diverse range of engaging, creative, and age-appropriate activities are available for children aged 7-12.
- Manage the delivery of play services three evenings per week, ensuring activities are engaging, well-organised, and meet the needs of young people.
- Ensure the Play Work programme is inclusive and accessible, meeting the needs of children with different abilities, backgrounds, and interests.
- Oversee the day-to-day management of play services, ensuring that activities are well-organised, fun, and align with the developmental needs of children.
- Manage the delivery of Inspire holiday club.
- Create opportunities for children to engage in self-directed play, encouraging independence, creativity, and problem-solving skills through open-ended play experiences.
- Review and adapt programmes regularly, based on feedback from young people and staff, ensuring they remain relevant and aligned with emerging needs and interests.

Staff and Volunteer Management

- Lead and manage a team of coordinators, play workers, Holiday club staff, sessional staff, and volunteers, ensuring they have clear objectives and are supported in their roles.
- Recruit, train, and mentor staff and volunteers, ensuring they are equipped with the skills and knowledge required to deliver high-quality services.
- Provide regular supervision and support to staff, ensuring they feel empowered, motivated, and aligned with the organisation's values.
- Foster a collaborative, positive team culture, encouraging open communication, teamwork, and continuous learning within the team.
- Ensure the professional development of staff, identifying training opportunities and facilitating ongoing learning to improve service delivery.

Safeguarding and Compliance

- Ensure that all safeguarding policies and procedures are followed during the delivery of play work services, maintaining the safety and well-being of young people at all times.
- Act as a safeguarding lead, managing any safeguarding concerns in accordance with organisational policies and procedures, and liaising with external agencies where required.
- Ensure all staff and volunteers are fully trained in safeguarding practices, ensuring they understand their responsibilities and are confident in handling safeguarding issues.
- Oversee health and safety compliance in all play work sessions, ensuring that risk assessments are conducted for all activities and venues, and any risks are mitigated effectively.
- Manage incident reporting and ensure compliance with organisational policies, documenting all incidents and ensuring appropriate follow-up actions are taken.

Child Engagement and Participation

- Promote a safe and nurturing environment, where children feel free to express themselves, take positive risks, and explore their creativity through play.
- Manage behaviour during play sessions, using positive behaviour management techniques to maintain a respectful and enjoyable atmosphere.

KEY RESPONSIBILITIES

Partnerships and Community Engagement

- Build and maintain strong relationships with local schools, community organisations, and other youth services, enhancing the reach and impact of the Universal Play Work programme.
- Develop partnerships with external stakeholders, creating opportunities for collaboration, shared resources, and joint initiatives that benefit young people.
- Engage with parents, carers, and families to ensure open communication and understanding of the services available to their young people.
- Promote the Universal Play Work programme in the community, raising awareness of the opportunities available and encouraging young people to get involved.
- Oversee the recruitment, delivery and management of the Flourish programme with Bolton school.

Programme Monitoring, Evaluation, and Reporting

- Monitor and evaluate the effectiveness of the Universal Play Work programme, collecting data on participation, engagement, and outcomes.
- Develop and implement feedback mechanisms to gather input from young people, staff, and partners to improve the quality of services.
- Produce regular reports on the programme's performance, including data on participation, feedback from young people, and impact on personal and social development.
- Ensure accurate and up-to-date record-keeping, including attendance registers, safeguarding reports, and incident logs.
- Report regularly to senior management, providing updates on the progress of the Universal Play Work programme and identifying areas for improvement.

Budget and Resource Management

- Manage the budget for the Universal Play Work programme, ensuring that resources are allocated effectively and that services are delivered within financial constraints.
- Identify opportunities for additional funding, working with senior leadership to secure grants or sponsorships that can support the sustainability of services.
- Ensure the efficient use of facilities, managing space and equipment to ensure that all resources are used effectively.

Quality Assurance and Monitoring

- Implement robust monitoring and evaluation frameworks, ensuring programmes are effectively assessed against set objectives and outcomes.
- Ensure compliance with all relevant regulations, including safeguarding, health and safety, and equality and diversity.

Risk Management and Compliance

- Identify and manage risks related to programme delivery, including safeguarding, health and safety, and operational risks, ensuring that appropriate mitigation strategies are in place.
- Ensure compliance with all statutory and organisational health and safety policies, creating a safe environment for staff, volunteers, and young people.
- Lead on incident reporting and management, ensuring all incidents are recorded and dealt with in accordance with organisational policy, particularly in relation to safeguarding concerns.

QUALIFICATIONS



Desirable

- A recognised qualification in Play Work (e.g., Level 3 or above in Play Work), Childcare, Youth Work, or a related field.
- Advanced safeguarding training or certification, ideally holding or working towards Designated Safeguarding Lead (DSL) status.
- A qualification in Leadership or Management (e.g., ILM Level 5 or above) is desirable.
- Extensive experience working in play work settings, particularly with children aged 7-12, including leading play-based activities.
- A valid First Aid at Work certificate or willingness to obtain this certification.
- Proven experience in managing teams of youth workers and volunteers, including recruitment, supervision, and development.

SKILLS



- Strong leadership and management skills with the ability to lead a diverse team of staff and volunteers.
- Experience in leading play work sessions that engage and inspire children, while promoting personal development through play.
- Ability to plan and manage play programmes effectively, ensuring that sessions are well-organised and meet the needs of all children.
- In-depth understanding of the principles of play work and child development, with the ability to create and deliver age-appropriate play experiences.
- Ability to facilitate both structured and unstructured play, promoting creativity, social interaction, and emotional development.
- Comprehensive knowledge of safeguarding and child protection policies, with the ability to lead on safeguarding concerns.

- Experience in creating a safe and nurturing environment for children, ensuring their well-being during play activities.
- Strong verbal and written communication skills, with the ability to engage effectively with children, parents, staff, and external stakeholders.
- Strong interpersonal skills to build trusting relationships with children, parents, carers, and team members.
- Ability to present reports, updates, and feedback to senior management and other stakeholders.
- Ability to design and implement creative and engaging play activities that promote the development of children aged 7-12.
- Experience in adapting play activities to meet the individual needs of children, including those with additional needs.
- Knowledge of best practices and emerging trends in play work to ensure high-quality, evidence-based service delivery.
- Strong skills in managing behaviour during play sessions, using positive behaviour management techniques.
- Strong ability to work collaboratively with colleagues, fostering a positive and inclusive team culture.
- Experience in supervising and mentoring staff and volunteers, promoting their professional development.
- Ability to monitor and evaluate the effectiveness of play work programmes, using data and feedback to inform improvements.



**POSITIVE AND
ENTHUSIASTIC**



**PUNCTUAL AND
RELIABLE**



**BELIEF IN YOUNG
PEOPLE**



**ENHANCED DBS
CLEARANCE**



**BE A POSITIVE ROLE MODEL
TO YOUNG PEOPLE**



2022 IN NUMBERS



DEALT WITH 384
CAUSE FOR
CONCERNS



OVER 45,000
VISITS FROM
YOUNG PEOPLE



DELIVERED
1,911
SESSIONS



PROVIDED 4278
FREE MEALS

WHY THIS ROLE MATTERS

The Play Work Manager role is vital to ensuring that children have access to safe, engaging, and developmentally enriching play opportunities at Inspire Youth Zone. Play is essential for children's emotional, social, and physical development, and this role ensures that these experiences are both fun and impactful. By leading a team of play workers, the Play Work Manager ensures that all activities are inclusive, age-appropriate, and designed to foster creativity, confidence, and social skills in children. The Play Work Manager also plays a key role in safeguarding, ensuring that children's well-being and safety are prioritised in every activity.

THE OTHER STUFF

- Full drivers licence
- To apply, send your **CV and cover letter** to ilona.ramm@inspireyouthzone.org
- Interviews will be ongoing and applications will close once an offer of employment is made

