

Role description and person specification Wolves Play Café Community Interest Company

Job role:	Play Champion
Hourly rate:	Self-employed contract at £19.00/hour
Contracted hours:	<i>10 hours a week across initial 12 weeks with scope to extend with agreement from Wolves Play Café and Play Champion</i>
Responsible to:	Board of Directors
Responsible for:	No line management responsibility
Location:	Home-working (all roles also include a commitment to supporting play delivery and communitiy events agreed mutually)
DBS Clearance:	Enhanced Children (included as part of role)

Job purpose and role

To be part of the Wolves Play Café Team, supporting varied play projects for young children and their caregivers across the city through social media management, website updates and marketing approaches to maintain and raise the profile, sales and brand of the organisation. The role will be focused on implementing our marketing aims and Play For All inclusion approach. You will be committed to helping us achieve our organisational aims:

- 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

- Using a variety of communication, sales and marketing channels weekly to promote projects, products, services and sessions including; social media, website, mailing lists and local press, to help maintain the organisation's impact and achievements.
- Following our Community Play Plan including attending local events to help 'on-the-ground' marketing and support our Play for All approach
- Being able to think and work quickly and with high-quality results to deliver creative, fun and informative advertising and marketing campaigns to promote the profile, ethos, brand and impact of Wolves Play Café
- Celebrating the diversity of our city, ensuring you treat everyone equally who plays and interacts with Wolves Play Café and in a non-discriminatory way

- Understanding, inputting into and sharing the vision, ethos, aims of Wolves Play Café by helping each other, contributing ideas and attending catch-ups.
- Taking part in training opportunities that are both useful and required for the role 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.
- Knowing the importance of keeping personal information and details safe by following processes and our GDPR obligations.
- Making sure there are fun and friendly faces in all projects by carrying out required tasks to ensure projects and outcomes are safe, playful and age-appropriate

What we're looking for from you

Area of role:	We need you to...	Even better if you...	How we'll measure
Skills, interests, what you know	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) Have experience in creative and fun ways of wording communication to a range of audiences, digitally design and social media usage 3) Be able to work independently whilst following a Plan, with understanding the importance of consistency, attention to detail and that impressions count. 4) 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 5) Be able to notice, monitor and communicate risks effectively to ensure we are safe and happy in our playing and projects 6) 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 7) Understand safeguarding and the importance of this 8) Be friendly and be able to chat with people of all ages and backgrounds, understand and empathise with the highs, lows and challenges of family life with little ones	1) Understand how to make sure marketing material and the way we communicate accessible to all audiences, e.g. from colours on adverts to words used 2) Can use basic design software 3) Have some understanding of different barriers marginalised groups may face in accessing play sessions	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
About You	<ul style="list-style-type: none">1) Be motivated and enthusiastic about the role and your part in the organisation. Look for playful opportunities in your day-to-day life, sharing this passion by supporting playful opportunities for others2) Be able to celebrate yourself when you've done well, and know when you can do better3) Be helpful and caring to children, adults and everyone we work with4) Believe in the importance of listening to, respecting and responding to the rights, voices and views of children, particularly in Article 31 of the United Nations Rights of Child - Right to Play6) Know that it is by respecting and valuing others the different experiences, ideas and backgrounds others can bring that we can achieve more.7) 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 needed8) Patience and resilience - if at first you don't succeed, try, try, again :)9) Be proud to be a Wulfrunian10) Know there are different times and boundaries of when to be professional and when to be friendly11) Know when to keep information and conversations confidential and when they must be shared for safeguarding or other reasons		<ul style="list-style-type: none">InterviewApplication FormReferencesCertificates
Your Learning	<ul style="list-style-type: none">1) Have experience and examples of how you could fulfil the job description2) Experience or training in design, marketing and community engagement3) Be keen to get involved in training to support project and session delivery of Wolves Play Café, e.g. basic IT skills as well as standard training of required policies and procedures	<ul style="list-style-type: none">1) Have general level of secondary education e.g. GCSE passes in 2 subjects	<ul style="list-style-type: none">InterviewApplication FormCertificates
Your Commitment	<ul style="list-style-type: none">1) Be committed to being part of Wolves Play Café's work and aims2) Be committed to wanting to deliver the best work and highest quality service we can and knowing the difference it can make.3) Be committed to wanting to have fun whilst serious about Safeguarding, Equal Opportunities, Data Protection and Health and Safety Policies	<ul style="list-style-type: none">1) Commitment to self-development	<ul style="list-style-type: none">InterviewApplication Form

"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.

