BRADFORD TRIDENT
OUTLINE JOB DESCRIPTION

POST TITLE: Community Play Development Worker (part time 15 hours per week) fixed term for 10 months

POST GRADE: £22,400 plus 6.6% matched pension contribution

LOCATION: Little Horton and surrounding area.

OFFICE BASE: Parkside Centre, BD5 8EL and Woodroyd Centre, BD5 8EL

SPECIAL CONDITIONS: An Enhanced DBS Check is required

The following information is furnished to assist staff joining Bradford Trident to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points must be noted.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.

Officers should not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

PRIME OBJECTIVES OF THE POST

To develop best practice community based **play** capacity and capability in parents and community organisations across BD5.

Bradford Community Play Partnership community members include:

- Play Bradford (Harrogate Road, Eccleshill, Bradford, BD10)
- Ravenscliffe Community Association (Ravenscliffe, Bradford, BD10)
- Lower Grange Community Centre (Bell Dene Road, Bradford, BD8)
- Scholemoor Beacon CIO (Lidget Green, Bradford, BD7)
- Sue Belcher Centre (Bracken Bank, Keighley, BD22)

The vision of Bradford Community Play Partnership (BCPP) is to improve the lives of children and young people through the development of sustainable community play opportunities. Their purpose is to address the play needs of families and encourage families to develop their understanding of the

importance of play. The programme focuses on 5–14-year-olds and their families, to improve physical activity within the age-bracket, using a whole systems approach to change behaviours.

This post is funded through the Bradford Community Play Partnership (BCPP)'s National Lottery Community Fund.

The post is Lottery funded and funding expires on 31st October 2022 (42 weeks). The post is part-time (15 hours per week) at £22,400 per annum pro rata (£11.61/hour) plus 6.6% matched pension contribution. Based at Bradford Trident centres but principally Parkside Sports Centre and Woodroyd.

Occasional evening and weekend work may be required.

The post will be subject to Enhanced DBS checks.

CORE VALUES

- Contribute to the vision, goals and values of Bradford Trident
- Keep personal information confidential
- Acknowledge individuals beliefs and identity
- Demonstrate sensitivity to the race, culture, religion, language and sexuality of all people in the working environment
- Promote people's rights and choices
- Take personal responsibility for following and promoting the policies and procedures of Bradford Trident

SUPERVISORY/MANAGERIAL RESPONSIBILITIES

Project Volunteers and community project participants

SUPERVISION AND GUIDANCE

The Community Play Development Worker will report to the Parkside Sports Centre Manager

ROLES AND RESPONSIBILITIES

- To identify and map community play assets in areas.
- To capture the voice of children and families to identify further opportunities to support the community.
- Develop platforms for families to voice their opinions and feed into the programme delivery.
- To share key messages in the community, particularly the importance of play, early years and a preventative approach.
- To develop relationships with the community
- Support BCPP and Bradford Trident to increase the direct delivery of work, partners.
- Conduct local strategic community needs analysis to gather intelligence for the communities.
- Support the increase in digital traction and visibility.

- Focus on keeping children and young people and parents central to steering and embedding the vision of BCPP by establishing an active parent group.
- To recruit, induct and supervise support volunteers.
- Undertaking volunteer skills audits and referring individuals to in house or external courses, liaising with and engaging external providers as appropriate.
- Responsible for volunteer DBS checks and carrying out risk assessments where applicable
- To devise and deliver training for both volunteers and beneficiaries based on assessment of needs.
- To design, arrange and facilitate ongoing support for beneficiaries and volunteers. This will involve liaison with Bradford Community Play Partnership members above.
- To work closely with the BCPP partners to identify new projects for potential funding.
- To represent the BCPP with external organisations, including developing and maintaining partnerships as appropriate to the project.
- To follow policies and procedures. This includes undertaking all duties in a way that values others, does not discriminate and promotes equality.
- To undertake any other duties as may be required from time to time.

RANGE OF DECISION MAKING

Decisions within established systems and procedures

General Data Protection Regulations 2018 Confidentiality

All members of staff are bound by the requirements of the General Data Protection Regulations 2018 and any breaches of the regulations or the confidential nature of the work of this post could lead to dismissal