



## Team Leader

*25 hours per week*

*Salary: £23,871.75-£25,931.85 pro rata*

### Job description

**Responsible to:** Operations Manager

**Job purpose:** To coordinate and deliver high quality services in accordance with Play Midlothian's objectives, enabling children to thrive through play

**Line manages:** Community Playworkers and Assistant Playworkers

#### **Key job outcomes:**

- 1. Service users (children, young people and adults) receive high quality support, tailored to their needs and the service objectives.** Provides support to service users and builds appropriate relationships. Facilitates all types of play. Leads on tailoring support, including strategies to manage challenges.
- 2. Play skills and knowledge are shared with and embedded in communities.** Raises awareness of play. Delivers effective training and capacity-building support on play to a range of stakeholders. Produces content on play for wider dissemination.
- 3. Play Midlothian's services run effectively and efficiently.** Accountable for managing the practicalities of service delivery and for decision-making at sessions. Effectively utilises delegated budgets. Assists with publicity as required. Arranges rotas and absence cover within approved parameters.
- 4. Play Midlothian's service delivery is appropriately risk managed.** Uses good judgment for dynamic risk-benefit assessment during sessions, and supports the play team to improve this skill. Writes risk-benefit assessments for services with approval from the Operations Manager.
- 5. The play team is supported to deliver high quality play sessions.** Accountable for facilitating reflective practice in the play team. Supports the play team to meet service objectives and required standards, with support from the Operations Manager. Identifies learning needs, and plans training and support for Community Playworkers as required.
- 6. Play Midlothian has a good understanding of the participant experience of our services.** Implements approved evaluation plans and methods, and collates data as required. Observes and listens carefully at sessions. Helps bring the perspective of service users to planning at all levels.

#### **Other responsibilities:**

- Any other duties relevant to the responsibilities of the post and which may be delegated by Play Midlothian management.

## Person specification

### **Qualifications and experience:**

- Educated to HND level (SCQF level 8 or equivalent)
- A qualification in playwork or youth work (either desirable but not essential)
- Has worked in a play setting as a practitioner or manager
- A member of the PVG scheme for children

### **Key skills and competencies:**

**Playful:** Enjoys play and is able to be involved in all types of play without taking over. Can respond flexibly and creatively to children's play cues.

**Reflective practice:** Can reflect on what is happening and why. Able to explore alternative explanations, problem solve, and learn through trying out approaches. Can involve others in this process.

**Communication:** Able to share knowledge in ways others can understand and relate to, through good written and verbal communication. Able to build constructive relationships with children, young people and adults of all backgrounds and abilities. Can support team dynamics.

**Flexibility:** Confidence and willingness to work across a range of different services with different target groups and goals, through the focal point of play. Flexible approach to work hours.

**Planning and organisation:** Able to plan workload for self and for team. Can anticipate practical needs of services. Pays attention to detail and can be accurate in use of paperwork and systems. Able to be pragmatic in approach.

**Resilience:** Stays calm and can think on their feet under pressure. Not fazed by behaviour that challenges or is unexpected. Able to overcome setbacks.

**Self-motivated:** Enjoys work and is able to use own initiative in all aspects of their work. Is motivated to achieve both their own goals and tasks that are delegated.

**Teamwork:** Able to work well within a team as well as independently. Confidence to guide team and lead on team decision-making.

**Values-led:** Has an enthusiasm for Play Midlothian's aims and shares in our values. Can apply these values to all their work.