

JOB DESCRIPTION – to be reviewed September 2021

Group facilitator

Families in Telford is a charity run project providing groups on Woodside and Sutton Hill in Telford. We welcome parents and carers with under-fives to join us and enjoy time with their children.

As a project worker you will need to help ensure the smooth running of the project, its groups and activities. This will require a range of tasks including evaluations and administration as well as helping to run the group sessions themselves.

Work base

- Park Lane Centre, Woodside
- The Hub, Sutton Hill
- Any other venue agreed (e.g. during holiday activities)

Accountability

- Project managers
- Management committee
- Managerial supervisor

Holiday entitlement

In line with government legislation, this will be paid at set points throughout the year as agreed by management (e.g. school holidays).

Hours of work

- Term time – standard hours to cover set groups and agreed time for setting up and tidying away. Groups currently run weekday mornings only. Additional hours if needed for paperwork can be agreed with the manager.
- School holidays - varied hours to cover activities offered in holiday programmes (weekdays only).
- Additional hours may be required for planning, training and provision of project crèches.

Salary

Dependent on qualifications and experience

Relationships

All staff, families, volunteers, professionals and the local communities

Principal responsibilities

- To offer all users a happy, safe and welcoming environment.
- Help the play focus worker provide wide ranging and engaging activities.
- Support and facilitate the play process. This involves knowing and understanding play work theories and being able to implement them, including knowing when, how and if they should intervene.
- To plan, prepare and evaluate activities for children and their parents/carers, ensuring materials and resources are prepared in advance.
- To assist in preparation and serving during food based activities.
- To identify and cater for the needs of individual children where necessary.
- To actively participate in all monitoring, record keeping etc.
- To work as a member of a team for the benefit of all.

- To manage challenging behaviour of children using constructive approaches that enable a child to learn more positive and social responses.
- To work in partnership with all project staff and volunteers for the benefit of the families.
- Attend staff meetings as required for the benefit of best practise and provision.
- To attend managerial supervision as required.
- To work with other staff and volunteers in order to produce plans, monitor and evaluate work and activities.
- Co-operate with all evaluation and research activities as required by management.
- Understand, adhere to and promote all project policies.
- Support and promote project fundraising.
- Any other task agreed by management for the benefit of the project.

Personal specifications

Qualifications

Qualification in childcare, education, health and social care or other relevant subject to level 3 preferred but applicants working towards relevant qualifications with experience will also be considered.
Food hygiene certificate desirable.

Attributes

- Must be able to relate to pre-school children and their families in a gentle, understanding and non-judgemental manner.
- Have the ability to encourage participation by parents/carers in their children's activities.
- Have a professional but welcoming, approachable manner with parents/carers.
- Have the ability to work effectively as part of a team.
- Be comfortable with the fact that children and families who attend our settings come from all walks of life and will all have different abilities and personalities.
- Understand that safety in a play setting does not mean children cannot take risks, as risk is often what makes play fun. It means the play worker has thought about protecting the children from harm, e.g. providing crash mats.
- Must be happy working both indoors and outdoors.

Skills and experience

Essential

- Knowledge of current issues in child development and parenting and willingness to stay updated.
- Knowledge of local and national policies as well as initiatives relating to children and families.
- Ability to create a successful partnership working within a multi-agency environment for the benefit of families.
- Clear understanding and interpretation of EYFS

Desired

- Computer literacy
- Own transport