



**The Dash Charity
Children's Play Co-ordinator
Job Description**

**Reports to: Refuge Services Deputy
Hours: 15 hours per week (2 full days inc school holidays)**

Objectives:

Under the general direction of The Dash Charity Management Committee to undertake the duties of a Children's Play Co-ordinator as specified below on behalf of The Dash Charity. To work within the aims, policies, guidelines and practices of The Dash Charity, paying particular attention to key areas of Health & Safety, safeguarding policy, confidentiality and Equal Opportunities.

Purpose of Job:

To work within The Dash Charity's Refuge Service to provide a dedicated service for children and their families who have been affected by domestic abuse. The service will be open to all children and young people aged 0-18.

Main Duties

- To provide childcare to children and young children on a flexible basis, ensuring all procedures and policies relating to this are adhered to.
- To create a safe and structured environment for the children during childcare.
- To work across 3 safe houses offering support and advice to Mothers and their children.
- Work creatively with children, young people and their mothers in promoting their life chances through activities, groups and play work.
- To support and advise on the nutritional needs of children and signpost as required.
- To oversee children's birthdays ensuring cards, gifts and events are planned for.

- To organise recreational activities responding to the children's social and educational needs, including Play sessions, After School club and Arts & Craft sessions. To arrange and facilitate school holiday activities.
- To ensure that adequate toys, books, emergency subsistence, including baby milk, nappies, etc are available for new families.
- To collect and distribute donations as required including monthly foodbank donations.
- Attend team meetings and professional meetings as specified within the role.
- Ensure all administration work is upheld in relation to reporting and use OASIS as instructed to record childcare undertaken. i.e carrying out assessments and support plans for families.
- Be able to work with various group dynamics and with this in mind, manage and contain the group activities.
- Act as a positive role model to children and families.
- Consult with parents, children and young people about the planned activities and make changes where appropriate.
- To work within Every Child Matters framework and comply with standards.
- Always apply anti-oppressive and anti-discriminatory practice and encourage the group to apply this throughout sessions.
- To contribute to OFSTED standards of excellence in childcare practice.
- To operate within clear professional and confidentiality boundaries and to work within The Dash Charity codes of conduct.
- Report any concerns, signs and symptoms of abuse to the Refuge Services Deputy whilst adhering to confidentiality/information procedures in relation to safeguarding children.
- Be responsible for maintaining the working equipment, resources and various kits.
- Working under the framework of Safeguarding Children with the aim of protecting both mental and physical wellbeing of the children.

Other

Equal Opportunities

The Dash Charity is fully committed to the active promotion of equal opportunities as an employer, and in the provision of its services. It is the responsibility of every member of staff to ensure the practical application of this policy.

Health & Safety

Under the Health & Safety at Work Act, all employees are required to take care of their own health and that of other employees in complying with their statutory duties.

Enhanced DBS check
Full driving licence
Access to private vehicle

PERSON SPECIFICATION

ESSENTIAL

Knowledge

A minimum of NVQ 2 in children and young people or equivalent.

Previous experience in a child care setting.

Knowledge of the impact of Domestic Violence on victims and children.

Understanding of child protection issues and legal responsibilities.

Understanding of, and commitment to, equal opportunities in practice.

Knowledge of the 5 outcomes of every child matters.

Skills

Non judgemental attitude.

Ability to maintain professional boundaries.

Strong crisis management skills.

Good communication skills; written and verbal and effective negotiation skills.

Computer literate: word processing, emailing etc.

Ability and willingness to work in partnership with statutory and voluntary partners.

Personal Attributes

Pro-active.

Effect time management skills

Compassionate.

Commitment to undertake regular training & supervision.

Ability to work as part of a team.

DESIRABLE**Knowledge**

Broad knowledge of safeguarding legislation/policy relating to domestic abuse, child protection and child development.

Understanding of the domestic abuse sector and the role and remits of statutory and voluntary agencies within the sector.

An understanding of Child Development

Experience

Previous experience of working with children within a childcare setting.

Professional qualification in a related field.