

# MANCHESTER YOUNG LIVES

## JOB DESCRIPTION

---

<b>Job Title</b>	<b>Holiday Play &amp; Youth Worker</b>
<b>Salary</b>	£9.90 per hour
<b>Reporting to</b>	Head of Children and Young People's Services
<b>Main Contacts</b>	Children and young people, parents/carers, playworkers and volunteers, staff at other locations.

---

### Place in organisation

The post holder will work as part of a mobile team of staff during school holidays delivering high quality activities across our summer playschemes in Wythenshawe, Moss Side and Ardwick. Providing both open access and targeted youth work activities for children and young people aged 5-16 years complying with any statutory guidance. The postholder may be required to work at different locations.

---

### Main purpose of the job

- Face to face work with children and young people delivering targeted and open access play and youth work sessions.
  - Providing inclusive activities which are fully accessible for children with additional needs
  - Working and liaising with other MYL services and local agencies in the designated area
- 

### Main Tasks

1. Assist in the preparation and running of playschemes, play and youth sessions and activities in order to provide a varied, safe and stimulating environment in both indoor and outdoor settings.
2. Assist in setting up activities and putting away resources at the end of the session.
3. Take an active role in planning and developing a programme of activities that meets the needs of children and young people
4. Use positive behaviour management strategies to promote positive behaviour and challenge negative behaviour appropriately.
5. Provide targeted youth work support and work intensively with identified young people to improve specific outcomes for individuals
6. Promote inclusive activities for all and facilitate the positive integration of children and young people with disabilities, behavioural difficulties and/or additional needs.
7. Establish positive relationships with all children and young people enabling them to increase their confidence and realise their full potential
8. Support and promote the participation of children and young people in planning and decision making.
9. Ensure that the play and youth environments and outside areas are clean, safe and secure and to report defects where necessary.
10. Provide information to parents/carers and young people about services.
11. Work cooperatively with other integrated projects supporting the development of other areas of work such as Junior Playworkers, Young Inspectors and Young Volunteers
12. Liaise with parents/carers, schools and the representatives of the wider community and encourage their involvement in the work of the projects.

13. Provide support and guidance to junior staff and volunteers.
14. Maintain proper records, reports, and other relevant information.
15. Assist in the monitoring and evaluation of the project and to make reports as required.
16. Work as an effective member of the team
17. Undertake general administrative duties including recording and filing of relevant forms such as registration forms for young people, assisting in gathering of required statistical information, data entry on internal and external databases as required.
18. Participate in relevant meetings and training as required.
19. Carry out all duties with full regard for all MYL policies and procedures, in particular those relating to equality, safeguarding, health, safety and security, confidentiality and data protection, reporting any concerns to an appropriate person.
20. To co-operate with all Manchester Young Lives staff in maintaining good relations with outside bodies and the general public in order to uphold the organisation's image.
21. To promote a positive image of the play and youth provision and the wider work of the organisation.
22. To ensure that your conduct in and out of work does not conflict with the professional expectations of the organisation
23. Carry out any other duties as are within the scope and purpose of the post as directed.

**Manchester Young Lives is committed to safeguarding and promoting the welfare of children and young people. The highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS)**

**MANCHESTER YOUNG LIVES  
PERSON SPECIFICATION – Holiday Play & Youth Worker  
QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL  
ATTRIBUTES**

<b>QUALIFICATIONS</b>	<b>Essential (E) Desirable (D)</b>
NVQ Level 2 or equivalent in playwork or willingness to work towards	D
Safeguarding Foundation or willingness to complete	E
First Aid	D
<b>PRACTICAL SKILLS</b>	
Experience of using a variety of IT applications to support information processing and communication including MS Office	E
Excellent literacy skills	E
Ability to lead on the creation and delivery of innovative play opportunities	E
Ability to work with minimum supervision and use initiative	E
Ability to work constructively as part of a team	
Ability to form positive relationships with children and young people	E
Good organisational skills	E
<b>KNOWLEDGE &amp; EXPERIENCE</b>	
Have a minimum of 2 years' experience working with 5–19-year-olds (paid or voluntary)	E
Experience of working in the voluntary and or community sector environment	D
Understanding of the importance of creating play environments that are child or young people led	E
Experience of using techniques to promote positive behaviour	E
Practical knowledge of inclusive play and youth work	E
Experience of contributing to partnerships and multi-agency working	E
<b>PERSONAL ATTRIBUTES</b>	
A positive attitude towards engaging children and young people	E
A commitment to safeguarding the welfare of children and young people	E
Be confident, positive and approachable	E
Adaptability and willingness to embrace challenges	
<b>WORK RELATED CIRCUMSTANCES</b>	
Enhanced DBS (CRB) Disclosure – Post exempt for the rehabilitation of offenders Act 1974	E
Minimum level of health and fitness required as this post involves elements of physical activity and working in an outdoor environment in all weathers – Subject to pre-employment health checks	E
Requirement to work across multi sites	E
Requirement to work daytime flexibly at different locations during school holidays	E