



www.soapoxford.org

Charity Number: 1157509

Job title:	Adventure Playground Operations Manager
Responsible for:	Day-to-day running of the site and playschemes
Reporting to:	SOAP Committee Chair
Pay:	£15 per hour plus benefits (to include holiday entitlement of 6 weeks pro rata inclusive of statutory bank holidays and access to a pension scheme)
Location:	Oxford
Initial Term of Contract:	6 months from 20 March – 15 September (with hope of expansion and extension of the role if funding allows)
Hours of work:	<p>During School term time: 12 hours per week during weekdays in term time <i>to include</i> a presence at after school sessions on Thursdays and Fridays from 2.30 – 5.30pm and the youth club from 5.30 – 8.30pm on Thursdays.</p> <p>During School holidays: 26 hours per week during weekdays in the school holidays (3 – 14 April, 29 May – 2 June, 24 July – 1 September) <i>to include</i> a presence at holiday sessions on Tuesday through Friday from 9.30am – 4.30pm.</p> <p>Please note: additional hours may be required & there is some flexibility in working hours for the right candidate although a presence at the sessions listed is essential.</p>

South Oxford Adventure Playground (SOAP)

Located close to the city centre, SOAP has existed since the 1960s and is a much loved adventure playground. It's run by a volunteer management committee and employs a team of play workers to deliver after school, holiday play sessions and a weekly youth club that runs through the year. SOAP provides open access, inclusive, active outdoor play opportunities in a natural, supervised environment that is free at the point of entry. The expansive and unique site comprises a large green area with football field, table tennis, table football, zip wire, tower, climbing frame, swings, a small woodland, indoor space with kitchenette and toilets. SOAP's overall objective is to improve the mental and physical wellbeing of children and young people in the St Ebbe's, Grandpont and New Hinksey areas of Oxford, with a focus on outdoor active play but attracts young people and families from across Oxford, Oxfordshire and the UK.

The role

This is an exciting new role to manage the day to day running of the unique South Oxford Adventure Playground (SOAP). You will manage the adventure playground and the team of playworkers to deliver high quality, inclusive and imaginative play opportunities and support local children and young people to access the site and activities. You will also maintain high quality operational and safeguarding standards, deliver funded activities, and work closely with the SOAP management committee to support the efficient and successful running of the playground.

Job Summary:

Key tasks and responsibilities:

1. Co-ordinate, plan and oversee delivery of activities after school and for holiday play-schemes, including supervision and management of up to 8 staff per session from a group of up to 20 sessional staff and volunteer throughout the season.
2. Uphold the ethos of SOAP and ensure delivery of high quality sessions guided by the [playwork principles](#) (free child-led play and activities), free at the point of access.
3. Take responsibility for the monitoring and maintenance of the building, site, adventure play structures, equipment and resources.
4. Maintain high quality operational safety and safeguarding standards, including acting as designated safeguarding and health & safety lead.
5. Seek and promote new income streams from users, community groups, businesses and charities.
6. Act as a primary advocate for SOAP, maintaining a positive relationship with children and their families, and creating positive links with individuals, volunteers, local schools, community groups.
7. Report to and liaise with the SOAP Chair & Committee

Detailed tasks and responsibilities:

1. **Co-ordinate, plan and oversee delivery of activities after school and for holiday play-schemes and the youth club, including supervision and management of staff and volunteers.**
 - Manage the safer recruitment process for staff and volunteers including advertising jobs, coordinating interviews with the SOAP Committee, seeking references, and making job offers.
 - Maintain personnel records and timesheets for payroll
 - Work with the SOAP committee to design and deliver training for staff and volunteers.
 - Manage the staff team to deliver child led sessions for local children and their families.
 - Lead session planning and delegate tasks to ensure that the senior playworkers and playworkers are actively involved in the development of the play programme.
 - Manage staff rotas and ensure recommended staff ratios are maintained to safely manage all play sessions.
 - Ensure the children's registration data is up to date and accurate and that individual needs are assessed and support is in place if required
 - Promote inclusion and disability awareness across the organisation
 - Support and enable inclusive access
2. **Uphold the ethos of SOAP and ensure delivery of high-quality sessions guided by the playwork principles (free child-led play and activities), free at the point of access.**
 - Ensure the [playwork principles](#) (see appendix 1) provide the framework for all provision at SOAP
 - Support a child-led, harmonious environment and establish co-operative relationships with and between children and young people
 - Use observation, reflective practice and regular team meetings to assess the play needs of users and promote play types that are inclusive
 - Ensure children are actively consulted and listened to in the development of the play programme

3. Take responsibility for the monitoring and maintenance of the building, site, adventure play structures, equipment and resources.

- Maintain and develop an attractively designed adventure playground where structures, moveable equipment and creative material are provided for children/young people to improve their physical and emotional development through a wide range of arts, crafts, games, sports, adventure play activities
- Review and address annual ROSPA maintenance and equipment report
- Ensure all necessary equipment and electrical checks are carried out
- Audit, organise and ensure adequate supply of resources for arts and crafts, outdoor equipment, games
- Identify necessary quantities of cleaning and hygiene consumables and ensure adequate supplies are available on-site
- Ensure all areas are kept clean and tidy and in a safe condition both indoors and out, and that any resources are locked away at the end of the day.
- Ensure the site is secured and locked at the end of each session

4. Maintain high quality operational safety and safeguarding standards, including acting as designated safeguarding lead.

- Ensure the safety and well-being of all users, staff and volunteers through risk assessments, individual needs assessments, regular checking and maintenance of site and equipment, undertaking first line child protection/safeguarding measures, ensuring that activities are appropriate to the users and ensuring all related records are kept appropriately updated.
- Act as member of the Designated Safeguarding Lead team for SOAP and follow all OSCB statutory requirements, and SOAP's policies & procedures
- ensure that all children and young people attending SOAP have up to date registration forms, individual needs assessed, and their time at SOAP accurately recorded.
- Ensure confidentiality of all registration data collected by SOAP.
- Contribute to the accountability of SOAP by leading on the maintenance of records including statistics, registers, risk assessments, daily log, accident & incident books.
- Promote and role model best practice in relation to safeguarding by being alert to and acting on concerns regarding any children's safety, health and well-being, and acting in accordance with SOAP's safeguarding procedures and child protection legislation
- Keep informed of current legislation, regulations, local and national issues and update the staff and committee with significant developments
- Ensure SOAP's policies are embedded in all aspects of its work, are read and understood by staff and volunteers, and are kept up to date

5. Seek and promote new income streams from users, community groups, businesses and charities.

- Maximize onsite fundraising opportunities by ensuring donations boxes and card readers are available and well signposted
- Maximize and promote daytime and evening use of the site by community groups, companies, charities, and individuals
- Support the SOAP committee with fundraising events and large-scale initiatives
- Liaise with and meet groups who are hiring the site to ensure the smooth running of their event

6. Act as a primary advocate for SOAP, maintaining a positive relationship with children and their families, and creating positive links with individuals, volunteers, local schools, community groups.

- Build and maintain relationships with a wide range of partners, including schools, parents, and the wider community to support children access play opportunities
- Liaise with local schools to identify high-need families and facilitate their access to SOAP by ensuring they have up to date information about sessions and assisting with registrations
- Respond to general enquiry emails

7. Report to and liaise with the SOAP Chair & Committee

- Work effectively with the SOAP Chair and Committee to deliver an efficiently running organization
- Agree and work to an annual budget with the SOAP Treasurer
- Attend a weekly meeting with the SOAP Chair
- Attend a monthly SOAP Management Committee
- Contribute to reports and evaluations of projects as required

Person Specification

The following qualities and experience are **essential** and should be addressed in your application:

1. Direct experience of working with children and young people
2. Experience of effective management of staff, budgets and premises
3. Ability to work and communicate effectively within a team with both staff and volunteers
4. Commitment to play and playwork along with an understanding of why play is essential to children's development and wellbeing.
5. Excellent numeracy, literacy and IT skills in order to carry out administration duties and the ability to maintain systems of accurate record-keeping
6. Ability to identify and monitor routine maintenance work required on adventure play structures
7. Experience of safeguarding practice and working within child protection and information sharing protocols.
8. Experience of practice-based risk assessment within direct service provision, and understanding of H&S requirements
9. An acceptable Enhanced Disclosure and Barring Service check
10. Eligible to work in the UK

The following would be **desirable**:

1. Qualified to level 3 in Playwork or another relevant study (including, youth work, teaching, childcare, Forest School etc.)
2. Experience of managing a playwork, childcare or youth setting
3. Designated Safeguarding Lead training
4. A First Aid qualification
5. Knowledge of local networks and the different communities in the Oxford area.

Appendix 1 - Playwork Principles

These Principles establish the professional and ethical framework for playwork and as such must be regarded as a whole. They describe what is unique about play and playwork, and provide the playwork perspective for working with children and young people. They are based on the recognition that children and young people's capacity for positive development will be enhanced if given access to the broadest range of environments and play opportunities.

- 1) All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and social necessity, and is fundamental to the healthy development and wellbeing of individuals and communities.
- 2) Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
- 3) The prime focus and essence of playwork is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
- 4) For playworkers, the play process takes precedence and playworkers act as advocates for play when engaging with adult led agendas.
- 5) The role of the playworker is to support all children and young people in the creation of a space in which they can play.
- 6) The playworker's response to children and young people playing is based on a sound up to date knowledge of the play process, and reflective practice.
- 7) Playworkers recognise their own impact on the play space and also the impact of children and young people's play on the playworker.
- 8) Playworkers choose an intervention style that enables children and young people to extend their play. All playworker intervention must balance risk with the developmental benefit and wellbeing of children.

The Playwork Principles are held in trust for the UK playwork profession by the Scrutiny Group that acted as an honest broker overseeing the consultations through which they were developed.