



Play Service Manager

Improving the lives of children, young people and the local community.



"I can honestly say that Oasis Play has made an incredible difference to my children's childhoods. It is no exaggeration to say that this is a life-changing project"

A unique opportunity to make a difference. Leading day to day operations in a charity dedicated to improving the life chances of children and young people.

At Oasisplay, we run several exciting sites for children and young people, including a Kart Track, a Nature Garden and an Adventure Playground. We provide varied opportunities for children and young people to play, learn new skills and knowledge and develop confidence and self-esteem. We are managed by a voluntary management committee and funded by the London Borough of Lambeth, The National Lottery, BBC Children in Need, The Walcot Foundation and the City Bridge Trust.

As the Play Service Manager, you will directly lead the operations of all the sites, including an additional one due to join us in summer 2021. The sites are run via a committed team of site managers, play and youth workers, support staff and volunteers. You will provide inspiring and enthusiastic leadership as well as coaching and mentoring your whole team and you will be expected to provide 'hands on' support during busy times. You will also be responsible for the good financial management and administration of all the projects.



What We Do

OUR VISION

We provide innovative and inclusive outdoor play and learning opportunities that enable disabled and non-disabled children and young people to lead happy, fulfilled lives and play positive roles in the community

Oasisplay runs a Children's Nature Garden, a youth led go-karting project - Right Track Project and an Adventure Playground. All projects are open access and available for local children to attend after school, on Saturdays and during the school holidays. As all of our sites we provide specialist shortbreaks services for children with disabilities.

In addition we run activity sessions for schools, youth groups, private groups and other agencies.

Each of the three projects has a team of experienced play and youth workers who ensure that all children and young people are able to make the most of the amazing opportunities and experiences that are available on each site.

Oasisplay is managed by a voluntary management committee and funded by the London Borough of Lambeth, The National Lottery Community Fund, BBC Children in Need, The Walcot Foundation, City Bridge Trust and The Heritage Fund.

Please visit Oasisplay.org.uk to find out more!

OUR VALUES

Inclusive - addressing inequality

Collaborative - working together within the community

Respect - valuing difference and diversity

Openness - a willingness to try new things/ ideas and approaches

"Coming to the nature garden makes me feel happy and good because I get to play outside with lots of people"



Overall purpose of the role

To manage all operations at Oasisplay through the site and project managers, ensuring that high quality and inclusive play and youth activities are delivered to children, young people and families at all sites, that the services are continually developed to reflect the changing needs of the community, to monitor and report on the operations to stakeholders, and to support and encourage community engagement on all projects and sites.

JOB DESCRIPTION

Key responsibilities

1. Staff

- Recruit, develop, manage, appraise, coach and mentor all site and project managers and assist them in their staff management.
- Maintain staff records for direct reports and ensure managers also maintain theirs, including hours worked, appraisals and reviews, health and safety records etc.

2. Operations

- Support the development of each project/site, ensuring that all developments are responsive to need, are child/community led and in line with the Oasisplay strategic plan.
- Consult with senior colleagues and the Director over any changes to established ways of working and over any proposed new activities.
- Encourage and support the development of income generating activities that contribute to the financial sustainability of each project or site.
- Ensure the engagement and involvement of disabled and non-disabled children and all young people in the development of all projects.
- Keep up to date with and implement new legislation and 'best practice' recommendations.
- Support the maintenance and development of facilities.

3. Users

- Work directly with disabled and non-disabled children and young people as required to develop and maintain an excellent understanding of the users and the activities.
- Support project managers to liaise closely with users, parents and carers and others over the user's needs, aspirations and wellbeing.
- Ensure that accurate data of users is recorded by each project (in line with GDPR and safeguarding measures) through use of the database and other means as necessary.
- Promote Oasis services to new users and their families



JOB DESCRIPTION

Key responsibilities cont.

1. Policies and code of practice

- Act as designated Lead Safeguarding Officer for Oasisplay.
- Maintain and disseminate Oasis's agreed policies and Code of Practice, and propose any changes to these to the Director.
- Ensure that all services operate within Oasisplay policy guidelines including Safeguarding, Health and Safety, Equality and Diversity and Inclusion

2. Administration and financial control

- Ensure that the general administration and financial control of the Play and Youth activities team is run efficiently.
- Provide the Management Committee with regular reports in the agreed form
- With other senior staff and project managers, plan and manage special events both at the projects and off site.
- Support the monitoring and evaluation of all aspects of the projects in line with organisational quality initiatives and the needs of relevant external bodies.
- In collaboration with the Inclusion and Access Lead, ensure that all promotion and sharing of information related to services is coordinated, cohesive and accessible.

3. Fundraising

- Contribute towards fundraising activity when necessary and lead on initiatives that support inclusive play services at Oasisplay.

4. External

- Represent Oasis to the public, external stakeholders and interested parties as required.

PERSON SPECIFICATION



Essential

Education, Qualification and Experience

(this information will be used to shortlist applications on paper)

- Significant successful experience of playwork and of working with disabled and non disabled children and families in an adventure playground, child centred play setting or youth work setting.
- A recognised qualification in playwork, childcare, education or a related field OR qualified by substantial successful experience and recognition of that via promotions.
- Successful management of others, including their appraisal, development, coaching and mentoring.
- Successful management of local authority children's play service.

Essential

Competences, Behaviours and Skills

(this information will form the basis of interviews and assessments)

- Good communication and presentation skills, both verbal and written.
- Demonstrable and evidenced ability to lead a team - able to develop and manage people and work well with the senior management team.
- Good administration skills including IT, HR, health and safety of the Play and Youth activities team.
- Excellent networking and relationship building skills with both managers, staff, and users and stakeholders.
- A good understanding of Safeguarding policy, procedures and practice.
- A strong commitment to inclusive play, and to the continuing need to address social inequalities and a thorough understanding of children's differing needs and abilities.
- Able to work unsocial hours when the need arises.

DESIRABLE

- Experience of developing/managing arts and or environmental sustainability programmes
- Full clean driving licence.



Oasisplay

TERMS AND CONDITIONS



1. Salary is £37,000 per annum
2. Pension is employer's contribution of 3% to employee's own pension scheme.
3. **35 hours/week - Working days** - Tuesday - Saturday during term time, Monday - Friday in school holidays (flexible working will be considered)
4. There is a probationary period of six months before appointment is confirmed and thereafter the appointment is terminable with two months notice on either side
5. A medical report may be required before appointment
6. Because of the nature of the work the provisions of Section 4 [2] of the 1974 Rehabilitation of Offenders Act do not apply. Information about convictions that for other purposes are 'spent' must therefore be disclosed
7. Completion of an Enhanced DBS is pre-requisite of the job



GUIDANCE FOR APPLICANTS

In order to ensure that the applicants for employment are assessed fairly against the needs of the post concerned, each vacancy is carefully considered to identify the essential experience, qualifications and other attributes the post holder will need to successfully undertake the work concerned. Selection is undertaken by a panel of at least two people who, in deciding which candidate to interview, consider ONLY the information contained in each application form.

It is therefore particularly important that you fill the application form in carefully, as it may make the difference between being offered an interview or not. If you would prefer to submit your supporting statement for your application in a video format you can provide us with a link to a video on your application form.





GUIDANCE FOR APPLICANTS

The following points are designed to help you in completing a good application from.

1) Job Description and Advertisement

You should carefully look at the job description and advertisement, as these will help you identify what experience, qualifications, skills, knowledge and abilities are required.

2) Consider yourself against these requirements

You will need to show on the form evidence that you have these requirements. Think about each previous job you may have had and what it is, about that job which is relevant to the job you are applying for. Include voluntary and part time work, as they may help uncover skills, which you may have taken for granted, but which could be relevant to the job you are applying for. Caring for your own children and your leisure interests may also be relevant.

3) Do a rough draft of the application.

This will help you organise the information and avoid mistakes.

4) Supporting statement

This section is key for you to describe your knowledge and skills that you have gained and evidence that you will meet the requirements of the job at Oasis. You may add no more than 2 extra sheets of paper if necessary but organise your information concisely.

5) Keep a copy of the application form

If you attend an interview then read your application thoroughly before you attend the interview.

Please note we do not accept curriculum vitae.



Closing date: Wednesday 16th June 2021 at 6.00p.m. Interviews will be held in the week commencing 21st June. Start date for the successful candidate will be ASAP.

Please return your application form with a completed equal opportunities form to
info@oasisplay.org.uk or

Oasis Play
Main office
33 Priory Grove
London
SW8 2PD

Short listing will take place shortly after the closing date, and as soon as possible after this you will be informed as to whether or not you have been invited to interview.

All appointments are made subject to satisfactory references being received, an enhanced DBS check and satisfactory completion of a probationary period.

Oasisplay is an inclusive employer and welcomes applications from disabled people. Please get in touch if you have any support or communication needs you would like to discuss with us.