



Job Description and Person Specification – Children’s Play Worker, Refuge

Reporting to:	Children’s Service Team Lead
Location:	Two refuge locations in North West Surrey
Salary:	£23,500 pa full time equivalent (£19,583 pa pro rata for 30 hours)
Special Conditions:	This post entails on-call/out of hours helpline shifts on a rota basis for which additional payment is made.
Working Hours:	30 hours per week, Monday to Friday 10am to 5pm (with one hour unpaid for lunch)

A full, clean driving licence and use of a reliable car for work purposes is essential. Post-holders must live within maximum 45 minutes driving distance from our offices in Woking so that occasional emergency on call rota responsibilities can be fulfilled in the rare event of callout required to premises for urgent support.

Please note that this job description is not a definitive list of tasks but is designed to give an overview of the role. All employees are expected to undertake reasonable additional duties as required and to understand that job descriptions develop and change over time.

Purpose of the post: To meet the practical and emotional needs of children who have experienced domestic abuse through play, support and advocacy. The service also aims to undo the harm caused to children who have lived with domestic abuse.

Overall Outcomes:

- To improve the social skills of children and help build their confidence
- To improve the mother and child relationship
- To enable children to experience safe and secure attachment styles
- To increase the self-esteem of children in refuge

Key duties and responsibilities:

Service Delivery

- To plan and provide a routine of play and activities for children of primarily nursery and pre-school ages ensuring they are age appropriate and reflect our commitment to equal opportunities; sourcing outside activities as part of holiday programmes.
- To empower and support children and mothers in making their own decisions in taking control of their lives, including supporting the mother in her relationship with her children and improved availability of age-appropriate information about domestic abuse.

- To facilitate joint parent and child play sessions as required in order to demonstrate age appropriate play ideas for mothers.
- To support the specialist Therapeutic Children’s Support Worker in the delivery of the Therapeutic Children’s Service.
- To report any safety concerns regarding the children or service in general to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
- To plan and organise toys, materials, books and outside play equipment and children’s welcome packs, ensuring their effective organisation and upkeep.
- To monitor play equipment; removing play equipment that is unsafe/needs repair.
- To support mothers and their children to find nursery places and accompany them on their first visit if required. To support/encourage mothers in initial sessions at outside group “play and learn” nursery enrolment sessions.
- Liaise and network with other agencies/organisations to benefit the service to children.
- To support with a smooth transition in and out of refuge including setting up children’s bedrooms and supporting with farewell gifts/cards for children.
- To support with refuge parties for celebrations and ensuring appropriate provision for children’s birthdays within refuge (collecting birthday cake, wrapping presents, organising birthday cards).
- With other refuge workers, support the smooth running of the refuge including:
 - Allowing children to learn through play
 - Helping to arrange parties for the women and children at various times, where possible and according to financial limitations
 - Respecting children's rights/differences and diverse value systems
 - Encouraging children and their mothers to respect and take responsibility for the daily maintenance of the refuge

Resource Management

- To help with the upkeep and presentation of the children’s play rooms and outside play facilities, including appropriate storage and distribution of all child related charitable donations.
- At all times to work in a safe and efficient manner, to be aware of health and safety policies, ensuring the safety of service users and team members.

Overall responsibility and development

- Play an active role in team meetings and proactively progress actions as agreed for the development of services.
- To keep accurate records as required.
- Ensure the safety of all who work with and use the YS services – in particular by the support and active development of our policies and procedures with regard to (but not limited to) confidentiality, child protection, safeguarding, health & safety, equality & diversity.
- To be responsible for furthering the strategic aims of YS and all its services as part of on-going personal objectives and performance.
- To be flexible as required in order to provide continuity of all YS services.

Continued

Person Specification

Experience and Qualifications (Essential and/or Desirable)

- Experience of working with pre-school age children (E)
- Knowledge and understanding of child development (E)
- Experience of providing therapeutic and/or trauma informed play support (D)
- Experience or working with children who have emotional needs (D)
- Sound knowledge of first aid (D)
- Knowledge of issues around safeguarding and professional boundaries (E)
- Knowledge of adverse childhood experiences (D)
- Knowledge of attachment theory (D)

Skills and Qualities (Essential and/or Desirable)

- Self-awareness and the capacity to reflect upon your own skills, strengths, emotions, areas for development etc. (E)
- IT Skills including Word, Excel, Outlook (E)
- Organisational and Administration Skills (E)
- Written and Oral Communication Skills – and in particular the ability to communicate with children in an appropriate way that meets their individual needs (E)
- Team working skills (E)
- Responsibility – the ability to raise issues and take control of a situation (E)
- Self-motivation and flexibility – with the ability to work on own initiative (E)
- Service oriented – eager to contribute to the delivery of a high-quality service (E)
- Problem solving – prioritise and deal effectively with planned and unforeseen eventualities
- Non-judgemental manner that empowers others (E)
- Ability to maintain professional boundaries at all times (E)
- Forward thinking – interested in continual improvement (E)
- Sufficient physical mobility to engage in floor level work to play with children including toddlers and babies (E)
- Safety Awareness – demonstrate constant vigilance to ensure the safety of residents, staff and volunteers (E)

Demonstrate Your Sanctuary Team Values

- **Compassion** – to have an understanding of the experiences of survivors of domestic abuse and others coupled with a determination to support and help
- **Empowerment** – to work alongside survivors and colleague to achieve autonomy, self determination, and space for action
- **Collaboration** – working together with survivors, colleagues, agencies and the wider community to achieve our aims
- **Non-judgemental** – to be accepting, understanding and respectful of other's experiences, decisions and values

The refuges are located within North West Surrey. Exact locations cannot be disclosed until the post has been offered. Please be aware that the post-holder must live within 30-40 minutes' drive due to on call responsibilities. It is important that the post holder has the required personal attributes and holds values and ethics in line with those held by YS. As a result, applicants may still be considered for the post if they have alternative experience, qualifications, skills and knowledge which do not directly match with the above requirements. All post holders will be required to have a DBS check at the appropriate level (generally Enhanced with Barred lists where legally required). Applicants will also need to satisfy the interview panel that they have an objective distance from any personal experience of abuse.