

For office use only: **VCE013**

Reviewed by: **RC/ME**

Date: **06/21**

Play Development Assistant

Location of Position/Department:	Cartrefi Conwy Community Involvement Team, locations throughout Conwy
Responsible To:	Richard Chance
Available roles:	5
Time Commitment:	2-3 hours dependant on Session/location
Timetable:	
Monday	10 – 12 – outdoor play session (Llandudno) 1 – 3 – outdoor play session (Tal y Bont)
Tuesday	10 – 12 – outdoor play session (Pensarn) 1 – 3 – outdoor play session (Towyn)
Wednesday	10 – 12 indoor parent & toddler session (Kinmel Bay) 1 – 3 – outdoor play session (Kinmel Bay)
Thursday	10 – 12 – outdoor play session (Mochdre) 1 – 3 – outdoor play session (Rhos on Sea)

Purpose/Summary of Role:

To support the Cartrefi Conwy Community Involvement team with running indoor & outdoor family activities- with a creative focus on play for all ages of children and young people.

Description of tasks:

- Promotion of sessions – via leaflet drops
- Taking part in the play session including supervising children, running games & craft activities, and taking the register
- Setting up and closing down the area before & after a play session
- Maintaining and cleaning play equipment
- Completing evaluation questionnaires with children and adults
- Other duties may be required

Training & Support:

Work Buddy: Richard Chance

- Induction to the organisation
- Full training on all aspects of the role
- Regular updates from Employment Academy Mentor
- Personal Development Plan
- Participation in the Volunteer Rewards Programme

Reimbursement of Expenses:

Out of pocket expenses will be reimbursed as follows:

- Mileage costs @ 40p per mile from home to place of volunteering
- Public transport costs reimbursed on receipt of valid ticket
- Lunch (conditions apply)
- Childcare (conditions apply)

How to Apply:

- Email richard.chance@creatingenterprise.org.uk or telephone 01492 588 980
- Express an interest in which role you are interested in

Line Manager's Signature:

Date: