



### JOB DESCRIPTION

**TITLE:** Play Strategy Manager  
(Fixed term contract until March 2011)

**POST NO:**

**DEPARTMENT:** CHILDREN AND LEARNING

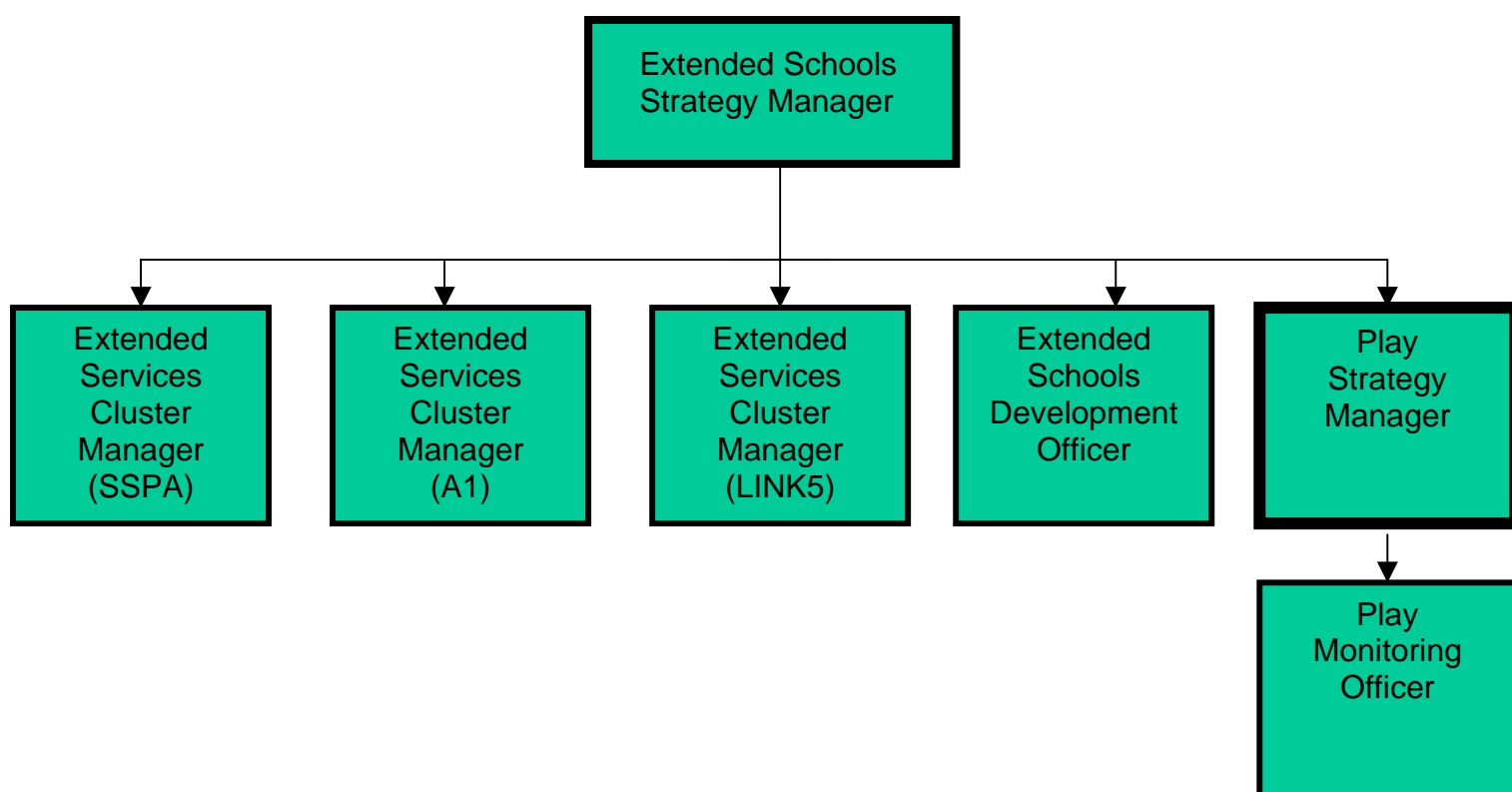
**DIVISION:** SCHOOL IMPROVEMENT

**RESPONSIBLE TO:** EXTENDED SCHOOLS STRATEGY MANAGER

**GRADE:** TBC

**PURPOSE OF POST:** To be the strategic lead in the Authority for Play, to develop, promote and strategically manage the implementation of Luton's Play Strategy and funded initiatives, in conjunction with key stakeholders and partners. To line manage and oversee the work of the play monitoring officer.

### ORGANISATION CHART:



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**\*\*NOTE\*\*** Remember to make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria or you will not be short listed for interview.

<b>PRINCIPAL RESPONSIBILITIES:</b>		<b>%</b>
1.	Lead, manage and develop the strategic direction of play in Luton within the context of Luton's Play Strategy and in conjunction with Luton Play Partnership. Consult with, persuade and gain commitment from key stakeholders and partners to raise the profile of, and increase resources for play in a co-ordinated approach.	20
2.	Lead and programme manage the Big Lottery Fund (BLF), Playbuilder and other programmes, to deliver value for money. Investigate external funding opportunities to enhance and sustain funded activities. Line manage the work of the Play Monitoring Officer. Prepare and organise the work programme for the Play Monitoring Officer to ensure that any revenue or capital funding devolved to individual programmes is used in accordance with stated funding criteria, and that key financial reports are produced accurately and submitted on time. Ensure that the Play Strategy and Luton Play Partnership sponsored developments are strategically aligned to other relevant strategies, programmes & partnerships e.g. Growth Area, Greenspace Strategy, Children & Young People's Plan, Youth Service Plan, Every Child Matters etc, Anti Bullying Strategies etc.	20
3.	Employ effective use of project management tools to ensure that funded developments are delivered on time and to budget. Co-ordinate the presentation and monitoring of projects to Luton Play Partnership and advise on remedial actions as appropriate.	20
6.	Research & collate examples of good practice in playwork at local, national and international level and disseminate these through workshops, seminars and other means.	5
7.	Provide briefings and deliver presentations to Luton Play Partnership, Luton Borough Council and other stakeholders on key developments on play. Keep abreast of changes to national policies and initiatives and proposed new changes affecting policy and best practice.	5
9.	Support the Extended Schools team to develop provision and activities for specific target groups across the Council's five Neighbourhood Areas. Undertake and draw on findings from research, consultation and evaluation to identify gaps in provision, establish the specific needs of target groups and liaise with Cluster Managers and the Extended Schools Remodelling Adviser (ESRA). Develop appropriate provision to allow schools and settings to deliver the varied menu of activities as part of the core Extended Services offer.	5

## DIMENSIONS:

**Supervisory Management:** Line management of Play Monitoring Officer

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<b>Financial Resources:</b>	£1.5m over three years
<b>Physical Resources:</b>	Laptop and Mobile Phone
<b>Other:</b>	N/A

### CONTEXT:

Play is of fundamental importance for children and young people's health and well being, their relationships, their development and their learning. The UN Convention on the Rights of the Child (1989) gives all children the right 'to rest and leisure, to engage in age appropriate play and recreational activities.' There is increasingly strong evidence however that children's opportunities to play are limited due to factors outside their control: the dominance of cars in residential roads, lack of tolerance for children and young people, lack of access to and conflicts over use of local spaces in both rural and urban areas, fears for safety etc.

Play is quite difficult to define, though we all know it when we see it. Best Play provides the following definition:

"play is freely chosen, personally directed, intrinsically motivated behaviour that actively engages the child... play can be fun or serious. Through play children explore social, material and imaginary worlds and their relationship with them, elaborating all the while a flexible range of responses to the challenges they encounter... "

#### **Best Play – NPFA/PLAYLINK/Children's Play Council (2001)**

You will develop and promote a strategic approach to play across the Council and its services, and more widely throughout Luton, be active in managing the Big Lottery Play programme projects and be involved in extensive multi agency partnership working.

You will need to ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect the Council's commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live in, work in or visit the town.

You will need to be highly motivated with excellent organisational, interpersonal and thinking skills, whilst at the same time able to engage effectively with all partners, informing and influencing all stakeholders to build commitment to the play strategy.

**Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments)**

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Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

**Physical Effort:** N/A

**Working Environment:** Normal office environment

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## Person Specification

**\*\*NOTE\*\*** Remember to make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria or you will not be short listed for interview.

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	Demonstrable experience of delivering services for children & young people.	1,2	In depth experience of applying for and securing external funding.	1,2
	In-depth experience of project/programme management.	1,2	Some experience of undertaking community consultation and engagement.	
	Some experience of leading and managing partnerships.	1,2		
	Some experience of line management of staff.	1,2		
<b>Skills/Abilities</b>	Able to negotiate with and influence others - to communicate effectively with a wide range of people, including external agencies and others at a senior level.	1,2		
	Contract management skills – able to monitor, manage and review contracts.	1,2		
	Able to produce complex letters, forms and reports, using office software.	1,2		
	Demonstrable monitoring and evaluation skills - able to set, monitor and evaluate progress towards project targets.	1,2		

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	<p>Demonstrable presentation skills – able to present complex reports effectively to a range of audiences.</p> <p>Able to produce and monitor business and financial plans and ensure effective budget monitoring and reporting making use of relevant information technology.</p>	<p>1,2,5</p> <p>1,2</p>		
<b>Equality Issues</b>	Demonstrable knowledge and understanding of equality issues and legislation – able to integrate equality policies into business plans, strategies, service delivery and employment practices.	1,2		
<b>Specialist Knowledge</b>	<p>Demonstrable knowledge and understanding of children's play and how it can enhance children &amp; young peoples experiences</p> <p>Demonstrable knowledge of the recent developments in the physical, social and natural environments and how this can impact on children and young people.</p>	<p>1,2</p> <p>1,2</p>	Knowledge of Every Child Matters, Change for Children developments including relevant legislation such as the Children Act 2004.	1,2
<b>Education and Training</b>	Relevant Professional Level Qualification or equivalent experience e.g. Project or Business Management.		Higher Level qualification in a related field e.g Sustainable Communities, Community Development.	1,2,4
<b>Other Requirements</b>	<p>Willingness occasionally to work outside office hours as determined by the needs of the service on average four times per month.</p> <p>Able to travel throughout the Borough on a daily basis.</p>	1,2		

( 1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise )

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We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

(i) Equal Opportunities

(ii) Health and Safety

Data Protection Act (1984 & 1998).