

Job Description

Position Details

Position:	Play Co-ordinator
Directorate:	Children, Young People and Families
Service:	Childcare & play
Position no:	BG17915
Grade:	5
Hours of work:	37
Work style:	Agile Worker/Blaina ICC
DBS required:	Enhanced Disclosure with Child Barred List
Contact:	Sharon Gapper Sharon.cargill@blaenau-gwent.gov.uk 07773472165
Date:	June 2025

Politically Restricted? ☐ Yes* ☒ No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: Sharon Gapper (Play Sufficiency Officer)

Responsible for: N/A

Principal Accountabilities

As Play Co-Ordinator;

1. You will be responsible for planning and delivery of regular play sessions during school holidays and after school that offer a range of play opportunities for children and young people.
2. To assist in developing and maintaining an environment that is stimulating, challenging and supports a range of play types and reflects the Playwork curriculum while ensuring that the Playwork Principles are embedded throughout all areas of practice.
3. To co-ordinate provision, including liaising with colleagues in Community Services/Education to ensure rotation of sites, minimise duplication and delivery supports findings in the LA's Play Sufficiency Assessment. As Play Co-Ordinator you will be responsible for assessing and booking venues, organising promotional materials, activity planning and identifying resources for purchasing.
4. You will be required to provide support to management in relation to the development, co-ordination, delivery, and evaluation of effective provision.

5. To support the co-ordination of community play events/celebrations across Blaenau Gwent including National Play Day, securing venues, publicity, booking activities, risk assessments and supporting the development and implementation of the event safety plan.
6. To help children and young people identify their goals and build the skills and experience to allow them to reach their full potential, helping them to build friendships and form lasting social networks.
7. To assess children's suitability for our Wild Camp programme; to ensure children's abilities and individual needs of children and young people have been considered.
8. To help develop an atmosphere, environment and culture that encourages personal, social growth and development.
9. To communicate effectively and appropriately with parents/carers, other professionals and community members.
10. To provide play support to vulnerable children & young people and those at risk.
11. To work with management to ensure participation is integral to practice in line with the National Participation Standards.
12. You will be responsible for the on-site operation of provision ensuring that sessions are accessible for all children and to make decisions to ensure it is delivered to a high quality.
13. To make assessments that balance risk and play with reference to age-appropriate behaviour and materials and record appropriately.
14. To be responsible for maintaining relevant records about each session, for example: children attending the session, risk/benefit assessments, recording accidents/incidents and ensuring data is kept up to date.
15. To identify resources required to support sessions, to be responsible for the safe storage of equipment and ensuring it is clean and fit for purpose.
16. You will be expected to lead and empower our Community Play Volunteers in day-to-day tasks and have day-to-day oversight. Formal supervision, recruitment and retention will remain the role of the Play Sufficiency Officer.
17. You will be expected to work during all half terms and school holidays and occasional weekends to ensure continuity of provision throughout the year.
18. To act as Safeguarding Lead for play provision and responsible for undertaking duties in a manner that safeguards and promotes the welfare of children, young people and adults at risk. You must report any concern or allegation of abuse and neglect without delay completing DTR's as appropriate and informing PSO in a timely fashion.
19. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
20. To carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998, in particular, to take reasonable care that no unauthorised loss or disclosure of personal data occurs. To exercise proper integrity in respect of confidential matters and personal information obtained during the execution of the duties of this post.
21. To adhere to the Corporate Equality Policy and ensure commitment to anti-discriminatory and anti-oppressive practices are met.
22. To agree to a commitment to adhere to the Local Authorities policies and procedures for play provision, for example: Managing risk, Play policy, evacuation/accident/incident procedures.

23. To promote the Welsh Language.
24. To engage in reflective practice and team meetings where appropriate.
25. To contribute to Team plans and work as part of the Play Service to implement programmes and projects to ensure sufficient play opportunities across Blaenau Gwent.
26. To identify own and team training needs to ensure continuous professional development for the team and individually to exceed National Minimum Standards.
27. Support the Local Authorities Play Sufficiency Duty and the work of the Childcare and Play Team.
28. To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
Level 3 Playwork qualification	Essential	A
Level 2 Food Hygiene Certificate	Desirable	A
Paediatric First Aid	Desirable	A
Proven experience of working in a playwork setting	Essential	A & I
Forest school qualification	Desirable	A
Experience		
Practical experience in planning and delivering appropriate stimulating play activities for children with a range of abilities.	Essential	A & I
Experience and confidence to direct and support volunteers/staff and pass on relevant information	Essential	A & I
Awareness of social problems affecting children, young people and their families in Blaenau Gwent	Essential	A & I
A good understanding of the importance of play for children, young people and the wider community with experience of community play provision.	Essential	A & I
Knowledge / Skills		
Organisational skills and the ability to work within a team and in a support role	Essential	A & I
The ability to work on own initiative and prioritise tasks in order to ensure the smooth day to day running of sessions.	Essential	A
To interact and communicate effectively with children, parents/carers, other professionals and community members	Essential	A
Able to adapt quickly and flexibly to situations to ensure the smooth running of sessions should unexpected events occur	Essential	A & I
Knowledge of UNCRC, Welsh Government guidance and legislation for children's play	Essential	A
Personal Attributes		
Creativity: For designing engaging and imaginative play activities.	Essential	A, I & PP
Patience: Important for handling the varying needs and behaviours of children.	Essential	A, I & PP
Communication Skills: Clear and effective communication with both children and their parents.	Essential	A, I & PP
Empathy: Understanding and responding to the emotions and needs of children.	Essential	A, I & PP
Leadership: Ability to guide and motivate children, fostering a positive and inclusive environment.	Essential	A, I & PP
Adaptability: Flexibility to adjust activities based on the interests and energy levels of the children.	Essential	A, I & PP
Enthusiasm: A genuine passion for working with children and creating a fun atmosphere.	Essential	A, I & PP
Safety Awareness: Ensuring a safe play environment and being vigilant about potential hazards.	Essential	A, I & PP
Special Working Conditions / Requirements		
Ability to drive and use of a car for work purposes	Essential	A
Must be able to work flexible hours and during school holidays	Essential	A
Must be available after school and possibly Saturdays to meet the needs of the project.	Desirable	A

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	A

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

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