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# Recruitment information

## Job description and person specification

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| <b>Your title</b>         | Leisure and Culture Assistant   |
| <b>DBS check</b>          | <p>This post requires an enhanced DBS check</p> <p>The aspects of this role that require this level of check are: Assisting with the running of workshops and community events.</p> |
| <b>Post number</b>        | tbc   |
| <b>Your team</b>          | Leisure and Culture   |
| <b>You would be based</b> | The Leisure and Culture team is based at the Civic Centre in Esher, however this role will involve working at indoor and outdoor venues across the borough.                         |
| <b>Your line manager</b>  | Learning and Outreach Officer<br>Play Development Officer   |

## About the role

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In this role you will be supporting both the Play Development Team and Elmbridge Museum to deliver an exciting programme of events for children and young people across the borough.

You will be assisting Elmbridge Museum with running Museum Explorers events for children aged 7-11. Designed to help children and their families engage with the history of the local area, these sessions include an exciting mix of games, crafts and object handling activities. Taking place at venues across the borough the Museum Explorers programme offers a wide range of events, from themed historical workshops to fact filled family walks in our local parks and green spaces.

In this role you will also be supporting the Play Development Team with the delivery of play opportunities across the borough. Shout! holiday activities run during all school holidays, both indoor and outdoor and provide a range of opportunities from arts and crafts, and informal sports, to unstructured play using open ended equipment. Our sessions are designed so that families with children of multiple ages can engage and play together.

This role involves manual handling and some heavy lifting, working outdoors in all weathers, and the ability to travel around the borough.

This is an exciting opportunity to be involved in a rapidly growing outreach programme and gain experience of working in Play Development as well as Museum Learning.

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## The main purpose of the role:

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This is a casual role to support the delivery of museum and Shout! activities as and when required on weekdays and weekends.

When working with the Museum, you will be assisting the Learning and Outreach Officer with delivering the Museum Explorers workshops. You will be helping to prepare materials and equipment for sessions, as well as processing on the day ticket sales. Our purpose is to get children excited about their local history, and you will be involved in delivering history themed games and object handling activities, as well as a range of historical crafts. You may also be asked to support at occasional community events and fairs.

When working with Shout! you will be part of the team delivering exciting, varied, and engaging play opportunities, setting up and clearing away play spaces, supporting children to fulfil their play needs, and promoting children's right to play. You will assist the Play Development Officer in the delivery of the Shout! Children's Holiday

Activities operated by Elmbridge Borough Council. Ensuring children can engage in enriching and challenging play experiences, while maintaining high health and safety, customer care and child welfare standards.

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## Specific duties and responsibilities

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### Museum

1. Participate in museum workshops with a warm and engaging manner.
2. Prepare materials and facilities for museum sessions: set up furniture and equipment.
3. Check families into the session and process ticket sales.
4. Help with loading/unloading materials for the session if required.
5. Facilitate object handling sessions using museum artefacts. Set out/pack away the Museum handling collections and supervise children and young people when handling museum artefacts.
6. Assist with the supervision of children and young people when taking part in museum activities and using craft materials.
7. Support the museum with delivering activities at occasional community events and fairs.

### Shout!

8. To provide enriching opportunities that support children's freely chosen, personally directed and intrinsically motivated play, always underpinned by the Playwork Principles.
9. To work in a non-directive, child led manner, using appropriate and timely interventions to support children's behaviour and above all, their play.
10. To promote children's right to play and right of free choice through thoughtful programme design, and careful, considered conversation with adults.
11. Support the Play Development Officer with planning and delivering a wide range of opportunities, that encourage participation by children of all abilities.
12. Flexibility to support and cover the setting up and organising of the Shout! scheme and events.
13. To develop a programme of opportunities informed by personal skills and existing training.

14. Using informal consultation (conversations, crafts, “chill out” areas), explore children’s input into future programming, listening to their voice, feeding this back into reflective sessions, and acting on it for future activities.

### **General**

15. Provide a high standard of customer care as set out within the Elmbridge Borough Council’s customer care policy and the team’s customer care charter.
16. Maintain a flexible approach to working hours.
17. To ensure the welfare, safety and enjoyment of children attending Museum and Shout! Holiday Activities at all times.
18. To report any concerns relating to child welfare and any disclosures of harm to the Play Development Officer, following Elmbridge Borough Council and Surrey County Council safeguarding procedures.
19. To follow Elmbridge Borough Councils staff guidelines and code of conduct at all times.
20. To participate in training days and engage in any opportunity to learn new skills and develop personal and professional practice.
21. To actively engage in reflective practice, to support personal and team development.

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## **What’s missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## **Confidentiality**

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Job title:** Leisure and Culture Assistant

**Team:** Leisure and Culture

**Salary:** £14.43 per hour

**Post no:** tbc

**Hours:** Various as required

**Car allowance** No

### Qualifications and education

| No. | Key requirements   | Desirable/essential | To be tested by:<br>Application (A)<br>Test (T)<br>Interview (I) |
|-----|--|---------------------|--|
| 1   | Over 18 years old  | E                   | A  |
| 2   | Educated to G.C.S.E level in Maths and English   | E                   | A  |
| 3   | First Aid qualification  | D                   | A  |
| 4   | NVQ level 2 in Play Work or willingness to work towards a play work qualification through continued professional development | D                   | A  |

### Experience

| No. | Key requirements  | Desirable/essential | To be tested by:<br>Application (A)<br>Test (T)<br>Interview (I) |
|-----|---|---------------------|--|
| 5   | Ability to carry out orders/directions from supervisory staff | E                   | I  |
| 6   | Experience of working with children and young people          | D                   | A,I  |
| 7   | Previous visitor/customer services experience                 | D                   | A,I  |

### Knowledge, skills and abilities

| No. | Key requirements                                  | Desirable/essential | To be tested by:<br>Application (A)<br>Test (T)<br>Interview (I) |
|-----|---|---------------------|--|
| 8   | Enthusiasm for working with children and families | E                   | A,I  |

## OFFICIAL

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|-----------|---|---|-----|
| <b>9</b>  | Excellent customer care skills.<br>Be positive, welcoming and friendly with parents/guardians/carers and children | E | I   |
| <b>10</b> | Ability to relate to children in a positive manner  | E | I   |
| <b>11</b> | Ability to work on own initiative and as part of a team   | E | A,I |
| <b>12</b> | Good organisational skills  | E | A,I |
| <b>13</b> | Health and safety awareness   | E | I   |
| <b>14</b> | Demonstrate an understanding of Child Protection and Safeguarding   | E | I   |
| <b>15</b> | Experience of working in a Museum and running activities using museum objects                                     | D | A,I |
| <b>16</b> | Interest in sports, arts, history or education  | D | A,I |

**Special requirements**

| <b>No.</b> | <b>Key requirements</b>  | <b>Desirable/<br/>essential</b> | <b>To be tested by:<br/>Application (A)<br/>Test (T)<br/>Interview (I)</b> |
|------------|--|---------------------------------|--|
| <b>17</b>  | Flexibility is required as this is a casual role                     | E                               | A,I  |
| <b>18</b>  | Ability to work outside in all weather                               | E                               | I  |
| <b>19</b>  | Access to a car to be able to travel to locations across the borough | D                               | A,I  |