

JOB PROFILE

Post No.	70191 – 70195, 70256 – 70259, 70268 – 70269, 70381, 70431 - 70433
Post Title:	Play Ranger (Children’s Play Leader)
Unit/Team:	Sports and Development
Grade:	Grade B
Service:	Growth & Investment
Reports to:	Play Development Officer
Issue Date:	April 2019

PURPOSE OF THE JOB

To support the development and delivery of innovative play opportunities for children and young people across Rugby Borough, with a particular focus on promoting the value and importance of play within local communities, in line with the Borough Play Strategy and the Council’s Corporate Strategy.

The role involves planning, organising, and delivering a wide range of inclusive play activities within parks, green spaces, woodland environments, urban spaces, schools, and community venues. This includes supporting initiatives such as park-based play sessions, activity dens within community spaces, woodland and nature-based activities, urban and street play opportunities, lunchtime play in schools, and borough-wide events and projects aimed at encouraging active, creative, adventurous, and social play opportunities for children and young people.

The postholder will demonstrate an understanding of how to implement urban and street play approaches, alongside knowledge of natural play, outdoor learning, and Forest School principles, to create engaging and enriching experiences that encourage exploration, creativity, resilience, wellbeing, community connection, and engagement with the natural environment. The role also involves engaging positively with children, families, schools, community groups, and partner organisations to support the development of new projects and increase participation in play opportunities across the borough.

Responsibilities include maintaining clear and accurate records, completing relevant monitoring and evaluation information, and providing feedback to the Play Development Officer and wider team to support the ongoing development of services and projects. This post is subject to an Enhanced DBS check.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To assist with the organisation and implementation of a series of play activities for children and young people.

- 1.2 To assist with the delivery of play outreach programmes in a variety of priority wards across Rugby, which may lack provision or are recorded areas of anti-social behaviour.
- 1.3 To assist in the delivery of school play and activity programmes in a variety of schools, utilising the schools' facilities and RBC equipment to provide inclusive and engaging play activities.
- 1.4 To engage with young people, families and community partners to identify future provision requirements.
- 1.5 To keep accurate records of participants and prepare reports and case studies as appropriate.
- 1.6 To provide administrative, promotional, planning and creative support to the Play Development Officer.
- 1.7 To assist with any key play or park events hosted by external partners and RBC.
- 1.8 To attend when required employee training sessions and team meetings.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 To be aware of Health and Safety legislation and ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety policy.
- 2.2 To be proactive in safeguarding children and vulnerable adults. Where there are safeguarding concerns then the job holder needs to report these in line with the Council's Safeguarding procedures which can be found in the Child Protection Policy and Vulnerable Adults Policy. The post holder will be required to complete regular safeguarding training.
- 2.3 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

None

5. RESPONSIBILITY FOR ASSETS AND DATA

The post will have a duty of care when dealing with equipment and will have the responsibility to keep equip safe and secure. Staff will collect and deposit equipment from a storage unit regularly.

The post will need to capture participant details in the form of a register and keep it safe and secure in accordance with the Data Protection Act 1998.

6. EXTENT OF PUBLIC CONTACT

Rugby Borough Council employees, children and young people, members of the public not involved in play provision, sports clubs, schools and voluntary groups.

7. WORKING CONDITIONS AND ENVIRONMENT

The post will be required to deliver play sessions on a variety of open spaces across Rugby.

Weekday, weekend and some evening work is a requirement of the post.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Play Ranger (Children's Play Leader)

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience of working with children in a nursery, school or play setting.	E	A/I
Knowledge of play development and the wider benefits of play	E	A/I
Be highly motivated and have an outgoing and enthusiastic nature	E	A/I/T
Experience of planning and delivering activities for children and young people	E	A/I/T
Able to communicate clearly both verbally and in writing	E	A/I/T
Able to work independently and as part of a team	E	R
Excellent Communication skills with various community partners.	E	A/I/T
Excellent attendance and time keeping record	E	R
Full valid driving licence and access to own vehicle	E	A/D
Commitment to report potential child and vulnerable adults safeguarding issues.	E	A, I
A commitment to work within our CANDO values	E	A, I
Experience of Forest School principles and work in parks, sport, play or leisure environment.	D	A/I
Minimum GCSE grade C or above in English Language and Mathematics	D	D
Play Work, Youth Work or Childcare qualification	D	A/D
Good overall IT skills	D	A/I
Awareness of health and safety issues, plus an understanding of child protection and confidentiality	D	A/I
Ability to monitor and evaluate both practical sessions and written information and provide verbal feedback	D	A

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D