



Children's Services Manager Job Description November 2015

Children's Services Manager

We are looking for an outstanding manager to guide the country's oldest adventure playground into an exciting period of growth and development. Over 500 local children use our children's services which include; adventure play, sports, arts and life skills. We want to create a magical environment, providing children with positive memories that will last a lifetime.

We are looking for someone with a passion for working with children and young people to manage this programme, someone who will support each and every child to reach their full potential.

You will be able to demonstrate strong project management and development skills as well as the ability manage and motivate staff and volunteers.

You will possess a level 3 Play Work qualification (or equivalent) and have at least two years' management experience.

The salary is £30,000 for a 35 hour week (hours are flexible but the ability to work evenings and weekends is required).

To apply for this role send your CV and a cover letter to naami@venturecentre.org.uk. Your cover letter must detail why you are the best candidate for this role and how you meet the criteria outlined in the person specification. Applications without a cover letter will not be considered.

The closing date for applications is **5pm on Friday the 18th December 2015**. Interviews will take place on the week beginning the 4th January 2016.

To arrange an informal chat, please contact the VCA Director, Naami Padi, on 020 8960 3234 or email at naami@venturecentre.org.uk.



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Reports to: Director

Responsible for: Playworker, Life Skills Project Coordinator, Sessional Workers and Volunteers

Salary: £30,000

Hours: 35 hours per week

Term: Fixed term contract to March 2017

The purpose of the role is to effectively manage and develop the VCA's Notting Hill Adventure Playground as well its complementary children's programme.

Key Performance areas and responsibilities

1. General

To inspire and motivate a unified, positive team ethos.

To manage all staff and volunteers working with children and young people at the Venture Community Association.

To manage the site, staff and resources to deliver an excellent adventure playground.

To manage and develop the VCA's wider programme for children.

To work collaboratively and effectively with the Director and senior staff.

To act as an ambassador for the VCA, developing and maintaining partnerships with relevant organisations and stakeholders, as well as creating professional networks and raising the profile of the VCA.

To be responsible for ensuring that risk management procedures, including child and adult safeguarding policies, are consistently followed.

2. Performance and people management

To lead a robust supervisory and performance management approach for individuals, teams and projects.

To provide professional leadership to the project staff team, ensuring competence and professionalism.

To assist in workforce learning and development across the project staff teams.



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To ensure effective communication and engagement with staff, and dissemination of information.

3. Reporting

To develop, implement and maintain robust monitoring systems for all areas of work

To report as required to the Director, Management Committee, funders and stakeholders

To train and support staff to effectively monitor their activities, including capturing and reporting unintended outcomes

4. Work with Children and Young People

To ensure all activities and procedures are consistent with equality of opportunity

To plan, deliver and supervise a broad programme of play opportunities, including sports, games, arts, crafts and projects

To plan, deliver and supervise special events such as the VCA Family Fun Day, Summer Camp and any other events organised by the VCA or key partners

To promote and encourage participation in activities, and provide opportunities for creative free play

To organise, supervise and lead activities both on and off site

To listen to children and young people, identify their needs, and respond appropriately

To support the inclusion of children and young people with special needs

5. Work with Parents and Other Agencies

To encourage and develop relationships with parents and the community to promote their understanding of, and involvement with, the VCA

To explore and initiate relationships with other agencies who may be able to help to further the aims of the VCA



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To promote involvement with major funders such as RBKC, and ensure compliance with their funding requirements and conditions, including provision of all written and verbal monitoring reports

6. Administration and Finance

To ensure appropriate administration and financial control of the Adventure Playground and all other child and youth activities, both on and off site

To ensure that all records are kept in accordance with the policy directives of the management, funders and OFSTED

To initiate and participate in income-generating initiatives and activities (including fundraising applications and promotional events)

To work with the Director and Finance Officer to develop an annual budget, and then ensure that the budget is adhered to throughout the year

To maintain detailed and accurate records of all cash collected or expended in the course of normal operations

To work with the Centre Manager to ensure that all equipment meets Health & Safety and OFSTED standards

To undertake regular risk assessments for all activities and maintain a proactive approach to risk assessment

7. Resource Management

To work with the Centre Manager to ensure the ongoing development of the building and play structures as a resource for children and young people

To maintain an inventory of all equipment purchased by the VCA for the Children's Services programme

To be responsible for the safety, security and proper functioning of all activities, buildings and equipment on the site to ensure compliance with all relevant legislation



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Person Specification

	Essential/ Desirable	Assessed by
Qualifications		
Play work or other relevant qualification (NVQ Level 3 or equivalent)	Essential	Application & interview
Project Management qualification	Desirable	Application & interview
Skills and abilities		
Ability to lead, inspire and motivate staff teams	Essential	Application & interview
Ability to plan, organise own workload and deal with competing demands	Essential	Application & interview
Ability to work on own initiative with minimal supervision	Essential	Application & interview
Excellent literacy and numeracy skills	Essential	Application & interview
Excellent communication skills and an ability to effectively communicate at all levels both in writing and verbally	Essential	Application & interview
Ability to design, manage and deliver programmes of activities for children and young people	Essential	Application & interview
Excellent facilitation and presentation skills	Essential	Application & interview



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Ability to develop and effectively lead staff teams and provide service leadership regarding values, direction, standards and development	Essential	Application & interview
Comprehensive IT skills (i.e MS Word, Powerpoint etc)	Essential	Application & interview
A non-judgmental, accepting approach to working with people who may be challenging and the ability to cope in a mature way with conflict, distress and challenging behaviours	Essential	Application & interview
A real passion for working with children outdoors in all weathers and getting your hands dirty	Essential	Application & interview
A common sense approach to problem solving	Essential	Application & interview
A flexible approach and ability to work out of office hours including evenings and some weekends	Essential	Application & interview
Experience and Knowledge		
A minimum of three years' experience of managing services for children	Essential	Application & interview
Successful fundraising and income generation experience	Essential	Application & interview
Knowledge of the principles and benefits of adventure play	Essential	Application & interview
A minimum of two years staff management experience	Essential	Application & interview



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Significant experience of managing change and driving service improvement	Desirable	Application & Interview
Significant experience of dealing with safeguarding issues	Essential	Application & interview
Significant knowledge and experience of health and safety practice, including positive risk taking and challenging risk aversion	Essential	Application & interview
Significant knowledge and experience of health and safety practice, including positive risk taking and challenging risk aversion	Essential	Application & interview
Significant experience of working in partnership with parents and carers	Essential	Application & interview