

# CANDIDATE PACK



HARROGATE TOWN AFC  
**COMMUNITY  
FOUNDATION**

**PLAY  
WORKER**

Registered Charity No. 1186826



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## **Included within the candidate pack**

Introduction to Harrogate Town AFC Community Foundation

The Application Process

Strategic Context

Job Description and Role Profile

# INTRODUCING HARROGATE TOWN AFC COMMUNITY FOUNDATION

Thank you for your interest in our new Play Worker position.

It is an extremely exciting time to join Harrogate Town AFC Community Foundation as we look to make a significant impact across Harrogate and District, particularly against our charitable objects;

- Improving health and wellbeing
- Creating and maintaining happy, active, connected communities
- Enhancing life chances

This pack should give you all the information needed to make an informed decision about whether to apply for our new role. Along with our expectations represented in the Job Description and Role Profile.

If you have any questions about the role, do not hesitate to make contact.



**Iain Service**, Community Development Manager

## OUR CHARITABLE OBJECTIVES



**IMPROVED  
HEALTH  
& WELLBEING**



**STRONGER, SAFER  
& CONNECTED  
COMMUNITIES**



**ENHANCED  
LIFE  
OPPORTUNITIES**





# APPLICATION PROCESS

Thank you for your interest in our new Play Worker role.

Please find below details of the application process and further information to assist you in its completion.

In order to apply you must email the following to **community@harrogetownafc.com**

- A covering letter outlining your suitability for the role
- A completed application form

## **Key Dates:**

Job Advertised: 29/10/2021

Closing Date: ongoing recruitment

All applicants will be updated on their application status shortly after the closing date.

If you have any questions about the role please email **community@harrogetownafc.com** to arrange an informal discussion.

We look forward to receiving your applications and good luck.



# STRATEGIC CONTEXT

Building on the work that has been done since our inception in 2010, the Harrogate Town AFC Community Foundation has proudly played its part in addressing local, regional and national health and wellbeing strategies.

The Harrogate District is an attractive area, much sought after as a place to live and work. However it is not without its challenges and inequalities, which can easily be overlooked in an area that is viewed as affluent and prosperous. We believe we have a key role in improving health and wellbeing, building stronger and safer local communities and providing enhanced life opportunities across all areas of our society.

## OUR VISION

A healthy, happy and connected District.

## OUR MISSION

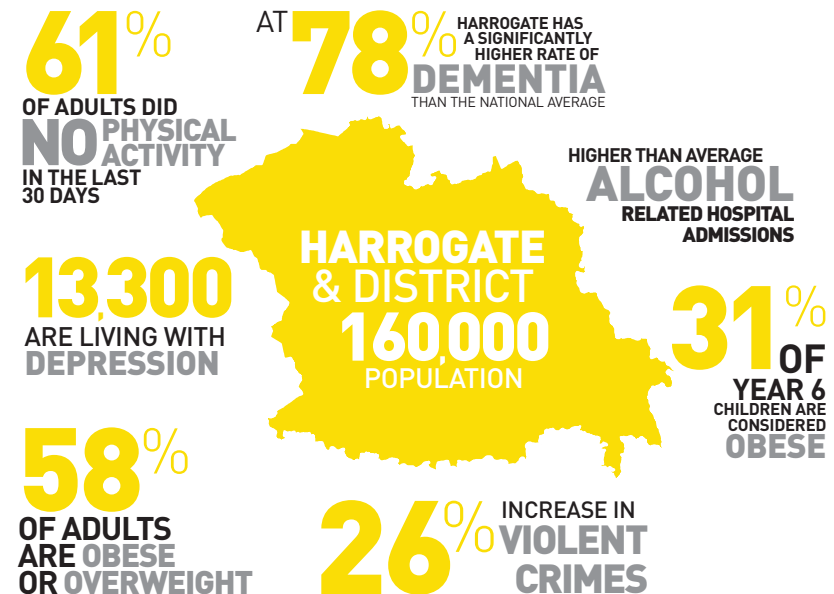
To motivate, educate and empower all people to achieve their potential and improve their quality of life.

## OUR VALUES

✓ Inspiring ✓ Inclusive ✓ Honest ✓ Committed ✓ Passionate

Harrogate Town AFC Community Foundation is an equal opportunities employer and welcomes applications from all sections of the local community.

## A SNAPSHOT OF THE KEY CHALLENGES WE FACE IN OUR COMMUNITY...



**LONELINESS** affects roughly 10% of the population over the age of 65.

It is linked to a 64% increased risk of developing dementia, linked to the development of depression and correlated with self-reported poor health and psychological distress. Over 76% of GPs report 1-5 patients a day come to their surgery because they are lonely.



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## THE ROLE **Play Worker**

Harrogate Town AFC Community Foundation are seeking to recruit a well motivated Play Worker to join our Breakfast and After School Team. Our Clubs provide a great learning opportunity for young people aged between 5-11 years based in a local Primary School. The playworker will work with colleagues to provide a calm and relaxed atmosphere in which children can learn, develop and express themselves.

We are looking for individuals who can display and adhere to the values that underpin the Foundation's way of working. We expect them to be Passionate, Trustworthy, Considerate, Flexible and Progressive.

They will be accountable for the welfare of children and vulnerable adults under their responsibility in line with the Foundation's Safeguarding Children and Vulnerable Adult Policy. We also expect individuals to embrace equality, diversity and inclusivity in order to facilitate a consistent, co-ordinated and embedded approach to fairness and opportunity across the Foundation.

This role will be geared around the 2021/22 academic year.



# JOB DESCRIPTION AND ROLE PROFILE

Job Title:	Play Worker
Reporting to:	Tom Blackburn – Community Officer, Iain Service – Community Development Manager, Harrogate Town AFC Community Foundation Trustees
Key Relationships:	Harrogate Town AFC Community Foundation Trustees, Community Foundation Team, Harrogate Town AFC members of staff
Hours of work:	12.5 hours per week, either morning or afternoon sessions depending on availability Play Worker Hours: Morning - 7.30 - 9am Monday to Friday & Afternoon 3.15 - 5.30pm Monday to Friday
Name of Employer:	Harrogate Town AFC Community Foundation
Salary:	Equivalent to £18,000 pro-rata - £6,000 (12.5hrs)
Term:	39 week contract - Term Time (reviewed after academic year)

## Purpose of Role

To lead on Harrogate Town AFC Community Foundation's Breakfast and Afterschool provision. We expect the applicant to be enthusiastic, engaging and able to deliver creative activities to children of varying ages and abilities.



## KEY OBJECTIVES

- To be responsible for the provision of creative and appropriate play opportunities, preparation of activities, organisation of programme etc, within a safe caring environment that must meet the needs of children with differing abilities.
- To contribute to the organisation of programmes and preparation of activities to meet needs of all children attending the scheme.
- Ensure that all children are treated as individuals regardless of race, culture, gender or disability.
- To ensure the safety and accountability of all children at all times.
- To assist in the day-to-day administration; records/registration/timesheets etc.
- To maintain a good and informative rapport with parents/guardians/carers

- To administer First Aid as appropriate.
- To attend planning, training and evaluation meetings.
- To ensure the Health and Safety requirements within the play environment are met at all times.
- Be aware if the importance of confidentiality with b regard information which you may have access to concerning children/staff/parents/carers.
- Any other duties as requested by the trustees of Harrogate Town AFC Community Foundation.
- Take an active role in any other duties required to deliver the outcomes and targets of Harrogate Town AFC Community Foundation





# JOB REQUIREMENTS

M = Mandatory  
D = Desirable

Knowledge & Experience	
Level 2 or 3 in Childcare / Playwork	D
An understanding of the principles of Play Work	M
A commitment to the provision of high quality childcare	M
A positive approach to learning and developing new skills	M
Creative to develop new ideas and ways to engage children	M
Experience of working within a Play Scheme or with children ages 4-11 years	M
GCSE or Equivalent in Maths and English at Grade C or above	D
First Aid Certificate	D

Personal Skills & Qualities	
Excellent communication skills with children	M
Interpersonal skills – must be a consistent team performer and able to forge excellent working relationships with young people, parents and guardians	M
Have a polite and courteous manner and a personable approach	M
Energetic and forward thinking	M
Supportive of the partner schools ethos and culture	M
Willing to work in high pressure situations	M
Confident, positive and happy speaking/interacting with people	M
Organised and good time management skills	M
Reliable and dependable at all times	M
Honest, reliable and trustworthy	M

Other Requirements	
Applicants must be over the age of 18	M
A willingness to learn and develop as an individual, through CPD	M
A willingness to undertake additional administration tasks as necessary for Harrogate Town AFC Community Foundation	M
A passion for Harrogate Town AFC and success of the club	M
Access to a vehicle (full driving license)	M

Safeguarding	
To have due regard for safeguarding and child protection policies, including the welfare of children and young people	M
All new employees are subject to DBS checks, with our safeguarding officer	M

## Important Information:

The Employee must at all times carry out his/her responsibilities with due regard to Harrogate Town AFC Community Foundation policies and procedures. They must act to protect all young people and vulnerable adults that are in their care, following the Community Foundation's Safeguarding and Child Protection Policy at all times.

The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

All staff must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers. The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Community Foundation.



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