

About the Job

Job title: Play Ranger (Fixed term until August 2011)

Directorate: Policy

Division: Community Policy

Grade: 10

Salary Range: £17,088 to £19,782
(Provisional) Pro rata

Other benefits: Flexible working hours, subsidised canteen and leisure membership, Casual user car allowance

Hours of work: 20 hours/week. Willingness to work variable hours is essential.

Annual leave entitlement: 20 days pro rata
Normal Bank Holiday arrangements apply and there are currently four additional days which are granted, one of which is fixed during the Christmas period.

Notice period: One month.

Other terms: The post for which you are applying comes within the CRB's list of jobs requiring Enhanced Disclosure. This means that if you are successful in your application for employment with this Council, you will be required to complete a form giving your permission for details of your criminal record (if any) to be made available in confidence to the Head of Personnel and Executive Support. Your form will be countersigned either by the Head of Personnel and Executive support, or the Senior Personnel Officer, to whom the CRB information will be sent in complete confidence.

Your attention is drawn to the CRB Code of Practice which is available at www.crb.gov.uk. The Council's policy statement on the Recruitment of Ex-offenders is attached.

South Northamptonshire Council is committed to equal opportunities.

The role: The development of play is part of an interesting and changing environment both nationally and locally. The organisation is keen to respond to this and move forward with its partners to increase effectiveness and impact in the area of play.



This role will deliver the Big Lottery Funded Project 'Play on the Move' as a mobile service to local children and young people living in rural areas within South Northamptonshire and contribute to raising the profile of play throughout the district.

About the Division

The role of Play Ranger is in the Community Policy Division which reports to the Council's Director of Policy.

A copy of the structure chart is included with this job pack.

Outline

Job Title:	Play Ranger	Post number:	TEMP 106
Directorate:	Policy	Division:	Community Policy
Salary Grade:	Grade 10		
Reporting to:	Play Project Co-ordinator		

Job purpose

To deliver the Big Lottery Funded Project 'Play on the Move' as a mobile service to local children and young people living in rural areas within South Northamptonshire and contribute to raising the profile of play throughout the district.



Principal Duties and Responsibilities

1. To deliver and assist in the planning of a stimulating and varied programme of play activities to children, young people and their families throughout South Northamptonshire in a variety of venues.
2. To contribute to the accountability of 'Play on the Move' through assisting in the maintenance of agreed records including participant attendance, and accident reporting.
3. To ensure that parents, carers and other visitors are made to feel welcome on visiting the play facility and that they receive appropriate information and advice.
4. Undertake first line child protection measures, reporting areas of concern to the Play Project Co-ordinator.
6. Evaluate events and activities to contribute to the development of the service which will include consulting with children and young people to design and tailor additional services to meet the ongoing needs of local communities.
7. To supervise the use of the vehicle and other equipment (including cleaning) and deliver activities in accordance with health and safety policies and procedures.
8. To deliver an effective and appropriate service to all service users, fairly and without discrimination.

Person Specification

These are the qualities/skills required of the person who is expected to perform well in the job. These factors will form the basis for the selection and interview of shortlisted applicants. Your application should therefore draw attention to the extent to which you can satisfy these requirements.

Specification	Essential	Desirable
Relevant skills and / or	Knowledge of a wide range of children's games and activities with the ability to deliver unstructured sessions.	Experience of supporting volunteers.



<p>aptitudes</p>	<p>Excellent communication and inter personal skills with the ability to deal effectively with wide range of people in person.</p> <p>The ability to keep basic records including attendance data, accident and incident reports as required.</p> <p>Innovation and a willingness to contribute suggestions/ideas to the project.</p>	
<p>Experience</p>	<p>A variety of experience of working with children and/or young people in a play or recreation setting in line with play work principles.</p> <p>Experience of/understanding of health and safety practices, child protection policies and equal opportunities and inclusion.</p>	<p>An understanding of child development.</p>
<p>Relevant Education/ Training</p>	<p>Clean driving licence</p>	<p>Relevant play, youth or community work qualification</p> <p>Sports coaching qualification</p> <p>First aid certificate</p> <p>Experience/training in driving a minibus/van</p>
<p>Other requirements</p>	<p>Ability to work as part of a team, with little supervision and under own initiative. Able to work variable hours as required and in varied weather conditions.</p> <p>Criminal Records Bureau (CRB) clearance.</p>	



The Selection Process

Please fully complete our application form. If you would like us to acknowledge receipt of your application, please complete the enclosed acknowledgement card, affix a stamp and enclose it with your form.

The closing date for applications is Thursday 18th February 2010.

Please do not send a CV instead of the enclosed application form, and ensure that you set out in your application how your skills and experience match the requirements of the person specification.

Please send your application marked 'job application' to:

Wendy Haynes
Policy Directorate
South Northamptonshire Council
Springfields
Towcester
Northants NN12 6AE

Interviews (and aptitude tests) will be held on the 25th and/or 26th February and if you have not heard from us by 23rd February 2010 this means that you have not been selected for interview. You are, of course, welcome to telephone us on 01327 322078 after 22nd February 2010 to confirm that this is so.

If you have any questions relating to the job or the selection process, please call Tom Kittendorf on 01327 322078.

Prepared by: Ashley Davey

Date: 11th January 2010



South Northamptonshire Council

Policy Statement on the Recruitment of Ex-offenders

1. Background

- 1.1 It is a requirement of the Criminal Records Bureau's (CRB) Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to Disclosure applicants at the outset of the recruitment process.
- 1.2 Having a criminal record will not necessarily bar people from working with the Council. This will depend on the nature of the position and the circumstances and background of the offences.

2. Policy Statement

General Principles

- 2.1 As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, South Northamptonshire Council complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- 2.2 The Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 2.3 The Council has a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- 2.4 The Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Selection of candidates for interview is based on their skills, qualifications and experience.

When disclosures are required



- 2.5 A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- 2.6 Where a Disclosure is to form part of the recruitment process, the Council encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. They are requested to send this information under separate, confidential cover, to a designated person within the Council and this information will only be seen by those who need to see it as part of the recruitment process.
- 2.7 Unless the nature of the position allows the Council to ask questions about an applicant's entire criminal record, candidates are only asked about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

The recruitment process

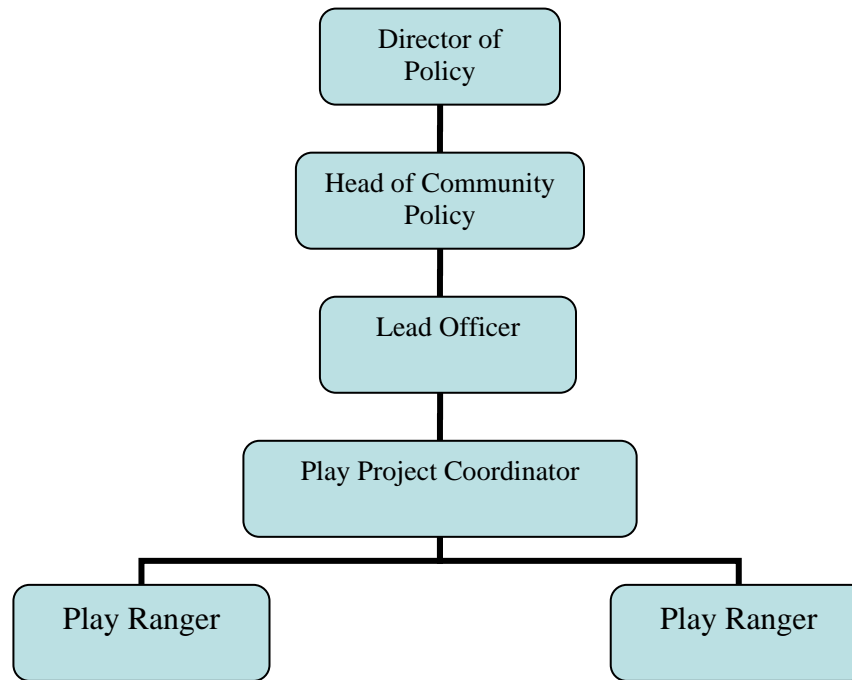
- 2.8 All employees who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. They receive appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- 2.9 At interview, or in a separate discussion, there will be an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The CRB Code of Practice

- 2.10 Every subject of a CRB Disclosure will be made aware of the existence of the CRB Code of Practice and a copy will be available on request.
- 2.11 Any matter revealed in a Disclosure will be discussed with the person seeking the position before withdrawing a conditional offer of employment.



Structure Chart



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