

## **ASSISTANT SPORT AND CHILDCARE DEVELOPMENT MANAGER**

**Position type:** Part time.

**Contract details:** Yearly term time rolling contract (subject to a 6 month probationary period) with an option of overtime during school holiday periods. Working hours to be discussed during interview (minimum of 22.5). Working hours and start date to be confirmed on successful appointment.

**Remuneration:** £10 per hour.

**Additions:** Mileage allowance fee.

**Number of positions available:** 1.

**Location:** Playworks PlaySports Head Office, CF83 1BQ, and various settings as directed and agreed by senior management.

Playworks PlaySports are pleased to advertise an exciting new opportunity in order to improve the quality of Playworks Childcare and PlaySports. This is a shared role between both businesses, therefore we are looking to recruit an Assistant Sport and Childcare Development Manager to plan, deliver, support and develop enjoyable and educational sports sessions targeted at children aged between 3 and 11 years old. These sessions will take place through a variety of services such as breakfast clubs, PPA & supply cover, lunchtime sport and after school club sport.

This shared post is a minimum of 22.5 hours per week, up to a maximum of 30 hours per week depending on experience. This post is term time only with an option of over time in school holiday periods to cater for the needs of both businesses.

15 of the weekly hours will be allocated to after school club work (between 3pm & 6pm) based in designated after school club settings in the following local authority areas: Caerphilly; Cardiff; Rhondda Cynon Taf; Monmouthshire; Vale of Glamorgan; Bridgend and Swansea. The remaining 7.5 to 15 hours will be focused on delivering educational sport sessions in various primary school settings and/or allocated office work to cater for the needs of both businesses.

The main role of the post is to link both Playworks Childcare and PlaySports to ensure excellence and consistency across the board, i.e. taking into account Care Inspectorate Wales (CIW) regulations, ensuring both businesses run in line with company policies and promoting good practise. As this is an assistant role, the post holder will be expected to support and report to both the Senior Childcare Development Manager of Playworks Childcare and the Team Manager of PlaySports in order to ensure, promote and develop good practice in both businesses.

The hours of work can range from as early as 7:30am and up to 6pm per day, Monday to Friday. It is essential that the successful applicant has a full drivers licence and has access to a car. Mileage allowance will be given to travel relating to the post.

## Skills and Qualifications

The following points are **essential**:

- Relevant A level (or equivalent) qualification in a sports related subject (e.g. BTEC sports coaching/development).
- A variety of coaching qualifications at various levels (e.g. leader's awards, level 1 and level 2) in several sports.
- The ability to plan, deliver, develop, support and evaluate a variety of fun and structured sessions to primary school aged children.
- Excellent leadership skills.
- The ability to communicate well on a professional level.
- The ability to work manage staff and work as part of a team and as an individual under your own initiative.

The following points are **desirable**:

- Level 2 or 3 Diploma in Childcare.
- An understating of the role of The Care Inspectorate Wales (CIW) and the Childminding and Day Care Regulations (Wales) 2010 and National Minimum Standards.
- A current Disclosure and Barring Service (DBS) check which is on the update service.
- Level 3 Paediatric First Aid qualification.
- Level 2 qualification in Safeguarding Training.
- ILM level 2 or 3 in Leadership/Management.
- A relevant degree qualification in sport, dance or drama at Second Class Honours (2:2) or above.
- Ability to speak fluent Welsh.

This post is subject to an enhanced Disclosure and Barring Service (DBS) Check and two satisfactory written references.

**To apply for this opportunity please telephone or email Tracey Tucker on 02920 807181 or [tracey.tucker@playworks-intranet.com](mailto:tracey.tucker@playworks-intranet.com).**

**Closing Date: Friday 28<sup>th</sup> June 2019.**

In association with:

