



Play Events Services Manager

We are looking for a passionate, enthusiastic and energetic individual to join our team within a play services capacity.

Milton Keynes Play Association is one of the oldest charities in Milton Keynes having started in 1971. There are three core services that we offer; play, training, and the provision of resources. These three together allow MKPA to encourage the development of individuals and organisations through play in the local community. We also offer a wide range of activities and courses as well as stage fun and exciting events across the region.

During the school holidays we deliver many open-access play sessions to over 12,000 children across Milton Keynes as well as other Play and Crafting sessions during the year. We are looking for an individual who has a focus on care and quality, can lead teams and loves enabling child-lead play.

Job Title: Play Services Manager

Hours of work: 37.5 hours per week (May include some evening and weekend work).

Location: Milton Keynes and Surrounding areas

Duties and Key Responsibilities:

- Deliver high quality play opportunities in safe environments, ensuring the effective operation of each session, as set out in our policies and procedures.
- Identify safe play spaces for our sessions and resources so children can play independently.
- Manage teams of playworkers to support children's needs by either joining in or supervising in an unobtrusive manner.
- Engage and maintain excellent relationships with schools, parishes and other community groups to deliver commissioned play sessions (including meetings, networking and the facilitation of external play sessions).
- To be an ambassador for the charity engaging business and communities and encouraging them to invest and support the efforts of the charity based around child play
- Promote open access play sessions and other play services through our social media channels and regularly creating website content.
- Other key responsibilities include,
 - regularly updating risk assessments, playworker contracts and policies.
 - complaint handling
 - imaginative planning for events, creating new play and craft activities for the teams to deliver
 - managing play and Scrapstore volunteers
 - collaboration with the Scrapstore team in developing craft projects through donated craft kits and themed bags

Qualifications and Experience:

- NVQ Diploma Level 3 or equivalent in Playwork , Child workforce experience or Degree (desirable).
- 2 years' Experience in Play Work in developing, coaching and managing teams and rotas.
- Excellent managerial and organisational skills to manage several teams during the play provision programme.
- Planning and execution of major public events and collaboration with Parks Trust to deliver MK Play Day.
- Recruitment and training of event teams

- Good experience in using Excel for statistical analysis, report writing and creativity for poster design. .
 - Able to gather, analyse and report on key event statistics as well as continuing developing new ones to gather information from children and parents who attend the play sessions.
 - Full UK valid driving license.
 - The ability to identify and remain focussed on priorities.
 - Good customer service and interpersonal skills are essential.
 - Experience of grant/funding applications (desirable).
 - A first class communicator at all levels.
 - Knowledge of digital marketing through social media channels and website and the initiative to keep up with trends (desirable).
 - Be able to fulfil the role including all of its physical requirements in the Scrap store and Warehouse, through loading heavy equipment onto the play vans and being able to set up play equipment (this will be a hands-on role).
 - General office admin assistance
- Understanding equal opportunities.
- Qualified in child safeguarding and first aid (desirable)

Benefits:

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- 20 days annual leave per year plus bank holidays, rising yearly to 25 days after 5 years' service
- Access to training and personal development
- Access to Stakeholder Pension (after 3 month probation period)
- A pivotal role in a great team that makes a difference to children, families and the wider community.

Salary indicator:

£19,500 - £23,400 dependant on qualifications and experience.

We are committed to safeguarding the welfare of children and young people we serve. As such, this post is subject to necessary safeguarding checks including an Enhanced DBS.

MKPA is an Equal Opportunity Employer. MKPA does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

We look forward to receiving your application.

For an informal chat please call us on 01908 263033

To apply please send a CV and covering letter to admin@mkpa.co.uk

Closing date for applications: 14th July

Interviews to be held: w/c 19th July

To be starting in Post: 23rd August 2021