

## CAMBRIDGESHIRE COUNTY COUNCIL

### PERSON SPECIFICATION

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| <b>Job Title:</b>   | <b>Assistant Co-ordinator - CamPlay</b>  |
| <b>Directorate:</b> | <b>People Services</b>   |
| <b>Service:</b>     | <b>Community Support Service, CamPlay</b>  |
| <b>Reports to:</b>  | <b>CamPlay Co-ordinator</b>  |
| <b>Grade:</b>       | <b>Scale 5/6</b>   |
| <b>Location:</b>    | <b>Countywide (East Cambs &amp; Fenland, Cambridge City &amp; South and Huntingdonshire)</b> |
| <b>Hours:</b>       | <b>37 hours per week</b>   |

The following criteria are appropriate for this post. **You must meet the essential criteria in order to be shortlisted for the post** and it would be advantageous if you meet the desirable criteria.

#### **Education, Qualifications & Training**

##### **Essential:**

- Level 3 Diploma in Play Work or equivalent

##### **Desirable:**

- Level 4 Diploma or degree in relevant area

#### **Knowledge & Experience**

##### **Essential:**

- Knowledge and experience of working with children and young people with disabilities and their families
- Good working knowledge of IT systems including Microsoft Word, Publisher and Excel
- Knowledge and understanding of National Standards, Ofsted and regulations
- Understanding of the impact of oppression and discrimination especially the impact of disabling barriers
- Good working knowledge of the principles of Inclusion
- Underpinning knowledge of theory and good practice in reporting and recording
- Ability to appreciate the significance of safeguarding and to interpret accurately for all individual children and young people whatever their life circumstances

##### **Desirable:**

- Ability to use supervision and appraisal for a variety of roles and in individual and group settings
- Ability to ensure staff are competent to undertake role and to ensure continued development through training

- In-depth knowledge of service policies and procedures
- Knowledge and understanding of how to ensure that both children, young people and staff remain safe in a variety of situations including moving and handling
- Knowledge of partner agencies and roles including private and voluntary providers
- Awareness of recruitment and selection processes and safer recruitment practices
- To have in depth knowledge and experience of playwork with disabled children, young people and their families and the issues that they face

### **Skills & Attributes**

#### **Essential:**

- Good understanding of child development with the ability to plan a varied activity programme to suit children's individual needs
- Ability to work on own initiative, under direction and as part of a team
- Ability to help lead and motivate a team to deliver a high quality service
- Proven ability to communicate effectively and sensitively to children, young people and their families and other associated professionals both verbally and in writing
- Good ability to prioritise tasks to manage conflicting demands of the role

#### **Desirable:**

- Ability to work independently and use own initiative appropriately when required
- Assisting with managing a large and diverse group of staff many working on relief contracts, and enable them to feel part of a team.

**\* Please note that for linked grades, appointment or progression to Scale 6 is dependent upon NVQ Level 4 or degree in relevant area or equivalent to allow progression and/or extensive and in depth experience of working with children with wide a range of complex needs.**

### **Cambridgeshire Behaviours (Scale 5/6)**

#### **Working Together**

- I establish credibility and work co-operatively with colleagues and customers
- I maintain good practice as well as making future improvements

#### **Integrity**

- I make decisions without bias
- I explain clearly to colleagues and customers how these decisions will impact on service delivery

#### **Respect for others and public resources**

- I am aware of the positive and negative impact I can and could make on colleagues and customers
- I am considerate when using and working with our resources, and take responsibility for managing them

#### **Excellence**

- I plan and anticipate changes in working practice
- I logically identify the best approach in continuing to meet my objectives and deliver excellent outcomes