

# Job Description

Job Title: HAF Support Officer

POSCODE: CCC2542

Grade: P1

Main work base: Sunley House, Papworth Everard

Reports to: HAF Coordinator

Hours: Part-time, 18.5 hours per week. Fixed term until 31.03.29.

Salary: Pro-rated salary for 18.5 hours - £20,367

## Overall purpose of the job

The HAF Support Officer plays a key role in shaping and strengthening the Cambridgeshire Holiday Activities and Food (HAF) Programme. This is an exciting opportunity to help deliver a programme that makes a real difference to children, young people, and families across the county. Working under the direction of the HAF Coordinator, you will help support the programme as it continues to evolve.

In this role, you will:

- Promote compliance and quality improvement, through face to -face- and remote support.
- Support operationally during term time and holiday periods, so the programme runs smoothly and efficiently.
- Design and deliver engaging training programmes, including specialist Playwork training.
- Support programme growth, reach and engaging families.

About you:

You will have recent experience working within a playwork setting, with a demonstrated ability to build effective relationships with families to achieve positive outcomes. You will show a clear commitment to play, with substantial experience facilitating play, using the playwork ethos, in out-of-school clubs or holiday scheme provision. You will also possess a strong understanding of the HAF programme and demonstrate alignment with its aims and values.

Please ensure in your application that the supporting statement evidence how you meet the essential requirements of the person specification, with examples of your recent practice to demonstrate this.

The position offers flexible working opportunities, involving a blend of working from home, Sunley House (Papworth Everard) and visiting HAF providers in Cambridgeshire (a car and driving licence will be required).

For an informal discussion or further information about this position, please contact Allison Box, HAF Co-ordinator, by email: [Allison.box@cambridgeshire.gov.uk](mailto:Allison.box@cambridgeshire.gov.uk)

The interviews will take place on Tuesday 3 March at Sunley House, Summers Hill Drive, Papworth Everard, Cambridge, CB23 3RG.

## Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities
<b>HAF Compliance and Quality Improvement (50%)</b> <ul style="list-style-type: none"> <li>Through face-to-face monitoring visits, support and advise providers with the implementation of the HAF Framework of Standards and wider statutory requirements, escalating any concerns identified to the HAF Coordinator.</li> <li>Through face-to-face monitoring, advise and promote quality improvement in all aspects of HAF provision with a focus on Playwork.</li> <li>Support and encourage inclusion of eligible children, including signposting towards funding and monitoring success.</li> <li>Contribute to the impact monitoring and evaluation of HAF provision.</li> <li>Ensure accurate and timely data production and analysis for management reports, including the DfE reporting requirements and Council Members.</li> <li>Lead on playwork training under the direction of the HAF Coordinator</li> <li>Contribute to provider networks, updating the HAF Coordinator with key information.</li> </ul>
<b>HAF Development and Engagement (30%)</b> <ul style="list-style-type: none"> <li>Maintain a map of county HAF provision, analyse data and highlight areas for targeted HAF place development to the HAF Coordinator.</li> <li>Contribute to the ongoing building of a diverse range of HAF provision.</li> <li>Support the delivery of each HAF programme within agreed timescales.</li> <li>Manage the HAF Inbox, providing support to colleagues, providers and parents/carers.</li> <li>Promote the Cambridgeshire HAF vision maintaining a high profile with key stakeholders such as Schools, Council Members, District Councils and the Holiday Scheme sector.</li> </ul>
<b>Partnership Working (15%)</b> <ul style="list-style-type: none"> <li>Provide support to the HAF Coordinator with preparing for HAF Programme Board meetings to update members with new information and ensure queries are answered in line with guidance.</li> <li>Nurture and maintain effective partnerships with key stakeholders to share learning, consider new opportunities and encourage inspiring ideas to develop the programme.</li> <li>Collaborate with other CCC community development teams to develop, promote and improvement engagement of the HAF Programme with eligible families.</li> </ul>
<b>Professional Development (5%)</b> <ul style="list-style-type: none"> <li>Maintain up-to-date knowledge of current legislation, national guidance, local policies and research.</li> <li>Contribute to the wider team knowledge of the HAF Programme and undertake to update, inform and support colleagues.</li> <li>Identify personal and professional development needs relevant to the role.</li> <li>Ensure effective time management, especially during period of high workload.</li> <li>Contribute to the identification of ways to deliver more and better services, at less cost to the local authority and providers.</li> <li>Undertake any other duties as determined by the manager, appropriate to the grade of the post.</li> </ul>
Ensure that all areas of work comply with the Council's policies on equality, inclusion and anti-discriminatory practice.

	Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.
	<p><b>Safeguarding commitment</b></p> <p>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>