



# GORING-ON-THAMES PARISH COUNCIL

- Job Title:** Summer of Play Coordinator – Fixed Term Position
- Period of Work:** Immediate Start; ending approximately 3<sup>rd</sup> Sept 2021
- Job Purpose:** To Scope; Advise the Council on, then Manage the execution of the 2021 Summer of Play Activity.
- Responsible to:** Parish Clerk

## **Principal Duties and Responsibilities:**

- Agree with the Parish Council a programme of events between 23<sup>rd</sup> July and 31<sup>st</sup> August suitable for a range of age groups, including teenagers.
- Find partner organisations and work with them to deliver activities – this could include village clubs or societies, or larger organisations who provide play activities.
- Draw up a programme of events and confirm bookings with the activity providers.
- Buy materials and equipment that can be used by groups, such as tables, chairs or play equipment.
- Set up a simple booking system – events will be free but numbers may still need to be limited to comply with social distancing – national requirements in effect at the time to be adhered to.
- Promote the activities within the village.
- Be available during events to help resolve any issues but not necessarily attend in person.
- Ensure that all events comply with government public health guidance relating to COVID-19.
- Ensure compliance with all parish council procedures for procurement and other processes.

## **Other duties:**

To undertake additional duties as required, commensurate with the level of responsibility of the post.

## **Note:**

This job description outlines the main duties and responsibilities of the position of Summer of Play Co-ordinator at the date written. It is prepared for the benefit of both the post holder and the council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the council in response to the changing needs of the village. Some of these duties may be executed by other employees of the council. This is a fixed Term Period of Employment.

## Appendix A – Person or Organisation Specification

This role is suitable for

- An individual who would be appointed as an employee of Goring-on-Thames Parish Council on a fixed term contract. The PayScale is NJC Pay Agreement SCP 15, £23,514, pro rata circa with flexible working (Approximately 150 hours work over the period of employment)
- An individual who is self-employed working on a fixed fee.
- A company, voluntary organisation or charity working on a fixed fee. This fee can be used to cover costs or for the group to deliver additional events lead by the organisation, in partnership with the parish council.

Essential

- Experience of organising successful small scale community events
- Experience of marketing events using online and offline techniques
- An understanding of safeguarding and health and safety practice
- DBS Check – to be completed at Goring-on-Thames Parish Council Expense.

Desirable

- Experience of running play activities
- Experience of promoting events in the Goring area
- An understanding of community consultation
- An understanding of community development