PART-TIME CHILDREN AND VOLUNTEER SUPPORT WORKER

Job title: Playgroup and Volunteer Support Worker (part-time)

Employed by: Oxford and Swindon Area Meeting, the Religious Society of Friends

Reports to: Oxford Quakers Manager

Responsible for: Practical and administrative support of weekly play group; supporting Quaker volunteers at the playgroup

Location: Oxford Quaker Meeting House, 43 St Giles, Oxford OX1 3LW

Hours: 3 per week plus additional on occasion

Rate: £20/hour

Main purpose of the job:

- To provide a backbone practical presence and administrative support (including managing rotas and thinking ahead about resources needed) for a weekly playgroup
- To offer warm welcome to carers and toddlers who attend
- To work in friendly, constructive collaboration with Quaker volunteers who run the playgroup to ensure the vibrant functioning of the playgroup

Principal duties:

- To provide a warm welcome for all carers and toddlers, and to work in close partnership with Quaker volunteers.
- To coordinate resources, refreshments and activities in collaboration with Quaker volunteers.
- To liaise with volunteers about rotas and duties.
- To keep a log of activities and resources used, and attending carers and toddlers.
- To ensure that volunteers are DBS-verified; to liaise with the safeguarding Friend about processing new volunteers.
- To review periodically with volunteers the resources and activities and agree any changes.
- To ensure excellent safeguarding and health & safety practice at all times, following the policy and procedures of the Area Meeting
- To notify the appropriate contact person immediately of any issues relating to safeguarding or health and safety.
- To update promotional information in Oxford Daily Info and through Notices in Oxford Quakers
- On rare occasion, to provide creche support for one-off events in Oxford Quakers or the Area Meeting

**Person Specifications**

**Essential**
- Experience of working with young children and families
- In sympathy with Quaker values.
- Skilled in using activities which engage young children
- Flexible, able to work on your own initiative as well as with others
- Energy and enthusiasm
- Strong communication skills in engaging diverse range of participants
- Well organised and adaptable
- Comfortable in work alongside volunteer helpers
- This post is subject to an enhanced (regulated) DBS

**Desirable**
- Experience of attending a Quaker meeting
- Ability to explain about Quakers to people in the local community
- Ability to relate well to all ages- infants and toddlers, parents and grandparents