



HILL CLOSE GARDENS TRUST

Bread and Meat Close, Warwick CV34 6HF

Tel: 01926 493339 www.hillclosegardens.com

PLAY WORKER Job description

This is a part-time post for 8 hours per month at £11.50ph

The post holder will be expected to lead the monthly Thursday morning 'Drop In' session (8.30am – 11.30am) at Hill Close Gardens. The remainder of the time (5 hours) can be used flexibly as and when appropriate, for the planning and organisation of the wider programme.

Purpose of the post

Working with volunteers in the Education Team, lead on the planning, organisation, and evaluation of our programme at Hill Close Gardens

To inspire children about the natural world, and help them to learn through planned outdoor activities.

Duties and Responsibilities:

To lead on the delivery of seasonal outdoor activities for young children and their families, facilitating their enjoyment of the natural environment within these historic gardens

To be responsible for the planning, preparation and delivery of the monthly Pre-school drop-in sessions. (which currently take place on Thursday mornings)

To lead in the planning, organisation and delivery of high quality, age appropriate, learning and play activities.

To co-ordinate volunteers, encourage team working and enable co-operation with other team at HCG

To work flexibly as an effective member of the Education Team

To regularly evaluate and review activities delivered to children and their parents/carers and advise on any follow-up actions needed.

To promote parent/carer's involvement in the activities and their children's learning.

To help promote and publicise events and activities.

To provide advice support and guidance to volunteers where appropriate

To provide advice on the sourcing of appropriate resources for the planned programme

To adhere to the Hill Close Gardens' health and safety guidelines and policy, ensuring they are maintained at all times

Experience

Of managing and co-ordinating volunteers to encourage and enable team working

Of working with young children and their families.

Of initiating and developing stimulating activities for young children

Post holder is responsible to: Education Team Volunteer Co-ordinator

NB This post is all year round and may include occasional family workshops during school holidays and weekends

Application Process

Your application, accompanied by your contact details, a brief description of why you believe you are a suitable candidate, and your CV, should be made to;

The Centre Manager, Hill Close Gardens Trust, centremanager@hcg.org.uk, 01926 493339.