



JOB DESCRIPTION

Job Title: Play Development Officer (Part-Time 20-25 hours per week. Additional hours may be available subject to service demand.)

Location: PlayBoard Head Office, 7 Crescent Gardens, Belfast.

Reporting to: Director of Service Delivery and Development

Main Purpose: The Play Development Officer will support the development and delivery of PlayBoard's school-based programmes, including Positive Playgrounds and Taking Outdoor Play Seriously (TOPS).

The role involves working with schools, children, parents and partner organisations regionally to deliver a range of play-focused training and play-based activities that enhance children's play experiences, promote inclusive and child-led play, and strengthen the ability of school staff to provide and sustain high-quality play opportunities.

Key Tasks:

1. Programme Delivery

- Deliver and support the ongoing development of school-based play programmes and initiatives, including Positive Playgrounds and Taking Outdoor Play Seriously (TOPS).
- Facilitate on-site training sessions and workshops for school staff and parents.
- Establish and maintain strong working relationships with schools, staff, children, parents and community stakeholders.
- Support schools to develop effective, sustainable play policies and practices.
- Demonstrate best practice in playwork, through play based, inclusive child-centred approaches.
- Develop and adapt promotional materials to support programme delivery, communication and engagement.

2. Training and Capacity Building

- Promote inclusive, child-centred, and child-led approaches to play across and within school environments.
- Support schools to improve play opportunities during breaktimes and throughout the school day.
- Plan, coordinate, and facilitate training sessions, workshops, and practical activities focused on play (for teachers, classroom assistants, playground supervisors and parents).

- Provide advice, guidance, and practical support to schools on best practice and policy implementation.
- Provide mentoring and follow-up support to ensure implementation of learning.
- Develop adaptable resources and guidance materials to meet the needs of diverse audiences.

3. Child-Centred Practice

- Promote the Child's Right to Play in line with Article 31 of the UNCRC.
- Encourage pupil voice and participation to ensure their voices inform programme delivery and play development.
- Support inclusive play opportunities for children of all abilities and backgrounds.
- Deliver age/need appropriate participatory activities with children and young people.

4. School and Stakeholder Engagement.

- Build and maintain positive relationships with schools, parents/carers, statutory agencies and voluntary sector partners.
- Maintain accurate records of school engagement and programme activities.
- Represent PlayBoard and programmes of work at meetings, events and networks as required.
- Collaborate with colleagues to ensure integrated programme delivery.

5. Monitoring and Evaluation

- Monitor, record, evaluate and report on programme feedback and achievements (to evidence impact and outcomes).
- Use evaluation findings to inform continuous improvement of programme delivery.
- Prepare reports, case studies and feedback summaries as required by PlayBoard.
- Adhere to the requirements of confidentiality and GDPR in dealing with potentially sensitive information.

6. Safeguarding, Health and Safety

- Maintain strict adherence to PlayBoard's safeguarding, child protection, equality and health and safety policies at all times.
- Ensure play activities are safe, accessible and responsive to the needs of all participants.

7. General Duties

- Participate in team meetings, training and supervision sessions.
- Undertake administrative duties associated with the role, including scheduling, record-keeping and resource management.
- Carry out any other duties appropriate to the post as required by PlayBoard.

This description of tasks is not intended to be definitive and may be changed to meet emerging needs

- Post Status:** This is a fixed term contract until the 30 June 2027, subject to funding.
- Salary:** Salary Pts: 23-25 (£30,151 - £32,020) Pro Rata
- Location:** 7 Crescent Gardens, Belfast
The post holder will be required to travel throughout Northern Ireland and Southern Ireland.
- Travel:** Travel mileage costs will be paid for any travel incurred carrying out the duties of the post.
- Hybrid Working:** PlayBoard has a hybrid working policy which will provide staff with the opportunity to work on a hybrid basis for those posts where it is appropriate to do so and as agreed.
- Hours of work:** The successful candidate will be required to work 20–25 hours per week, with flexibility regarding working days. Additional hours may become available in the future, potentially increasing the post to full-time, subject to funding availability.
- The post holder may be required to work additional hours (outside normal office hours) from time to time and remain flexible and mobile as is reasonably necessary for the efficient performance of the duties.
- Annual Leave:** 24 days per annum (Pro Rata), rising to 27 days (Pro Rata) after 5 years continuous service, plus appropriate statutory days.
- Pension:** PlayBoard offers all employees up to 5% pension contribution.
- Probation** Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 6 months. If performance, conduct or attendance is not satisfactory, the probationary period may be extended or the appointment may be terminated at any time during this period. An appointee will be expected to demonstrate a track record of effective service within this period.

PERSON SPECIFICATION
Play Development Officer

ESSENTIAL

	Essential Factors	Minimum Requirement
01	Qualifications	A level 3 qualification [e.g. NVQ Level 3 Playwork] or higher in a relevant discipline i.e. playwork, youthwork, childcare or teaching.
02	Experience	A min of 2 years fulltime experience (within the last 5 years) of face-to-face delivery with children and young people within a formal setting i.e. nursery/primary/specialist provision (i.e. Teacher, Classroom Assistant, Play Specialist)
03		Experience in developing, planning, organising and facilitating training sessions for schools, parents/carers, practitioners. Ability to adapt programmes and training to meet the diverse needs of audiences.
04		Experience in facilitating sessions with children & young people and of planning and adapting a curriculum tailored to meet their needs within a school setting. Ability to design and deliver engaging, age-appropriate and inclusive play sessions.
05		Experience of collecting, recording and analysing data to evidence impact and outcomes . Experience of preparing progress reports, case studies and working to a monitoring and evaluation framework .
06	Knowledge	Knowledge and understanding of the importance of Play for children and young people. Knowledge and understanding of the Playwork Principles and child led approaches specific to the needs of children in a formal educational setting .

		Knowledge and understanding of the school playground environment and its role in promoting inclusive, safe, and engaging play opportunities .
<i>Demonstrate Competency in the following:</i>		
07	Communications	Excellent communication and interpersonal skills, with the ability to build positive relationships. Ability to Build, Sustain & Influence relationships, both internally and externally.
08	Teamwork	Ability to contribute fully to the team effort to meet agreed objectives.
09	Ability to prioritise workload and work with Little or No Supervision / Use Initiative	Ability to deliver multiple programmes concurrently. Ability to manage your own workload. Ability to use your own initiative.
10	Problem-Solving	Ability to generate workable solutions to problems incurred while working with children & young people and practitioners.
11	Computer/Technical Literacy	Proficiency in using the following within your working environment <ul style="list-style-type: none"> • MS Word • PowerPoint • Outlook • Excel
12	Flexible in working	Flexible in working arrangements and adaptable to new sometimes unstructured working environments <i>e.g. early morning, late evening, weekend work and Public Holidays if required</i>
13		Full current driving licence and the use of a car for official business, or have access to a form of transport, which will permit the candidate to fully meet the delivery requirements of the post

DESIRABLE

The desirable criteria will only be used at the discretion of the Selection Panel if PlayBoard receive a high volume of applications that all meet the essential criteria

	Desirable Factors	
14	Qualification	Recognised Assessor award e.g. [Level 3 TAQA Assessor Qualification]
15	Experience	Experience of direct working with parents