

Job Description

Title:	Holiday Project Lead (Temporary)
Responsible to:	Development Programme Lead
Hours:	Around 18 - 24 hours per week, with some flexibility.
Salary:	£15.69 per hour
Timeframe:	This is a temporary role to support a programme of children's play sessions over the summer. The post would begin in June for induction, training and summer preparation and continue to end of August to tie up the work.
Location:	Our office is at The Fraser Centre in Tranent. Most project delivery happens in other settings and spaces across East Lothian.
Organisation:	Choose Play (East Lothian Play Association)

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1. Project overview

Choose Play runs a successful Community Play programme across East Lothian with outdoor free play sessions facilitated by our team of Play Rangers. We need a Project Lead to support and deliver these sessions over the summer holidays.

In the summer of 2024, we delivered 44 play sessions, 2296 children and families took part, in 14 locations with 16 partners.

Our holiday play programme provides creative and adventurous opportunities for outdoor play, led by our team of experienced Play Rangers. Choose Play sessions are known to be "fun, free and friendly." They take place in parks, green spaces, woodland and beaches across East Lothian, with a focus on reaching children in areas of highest need, and in areas lacking safe outdoor space for play. We always aim to reach children who may otherwise feel excluded. We work to make our sessions inclusive and offer specific play opportunities for children with additional support needs.

For the busy summer period, we would like to employ a temporary Project Lead. The purpose of this role is to deliver sessions in local communities and to support the Play Ranger team so that play sessions run smoothly and offer children and communities really good quality, child-led, free play opportunities. The Project Lead will support the coordination to organise play sessions and will ensure the Play Rangers have the information and resources they need to carry out their role with confidence.



2. Role description for Temporary Project Lead

Key areas of responsibility

The main purpose of this role is to support the Play Ranger team so that play sessions run smoothly and offer children and communities really good quality, child-led, free play opportunities. The team of sessional Play Rangers are experienced and skilled in delivering community-based opportunities.

The Project Lead will work as part of the Play Ranger team to deliver several play sessions each week. They are not expected to deliver all of them. The Project Lead will be trained to "senior" level, so they can take responsibility for sessions.

The Development Team will liaise with partners and set up the programme in advance of the summer, and they will actively support the project Lead throughout the summer.

Good-to-know – holiday play sessions

We expect to deliver a fun, creative and varied programme of play across East Lothian during the holidays which is likely to include:

- Regular play sessions at our outdoor hub in Tranent.
- Pop –Up Play and Adventure Play sessions
- Play sessions in partnership with local organisations and as part of events such as gala days and festivals.
- Inclusive PlayCan sessions on Saturdays.
- Weekly family sessions with the East Lothian Council Disability Team and other partners.
- Weekly Monday club sessions for families.

Our summer report 2024 will give you a good idea of what our summer programme looks like. You can find it here: [Choose Play Summer Report 2024 by Choose Play \(ELPA\) - Issuu](#) (Please let us know if you have trouble accessing it).

Keep things running smoothly – key tasks

- Check staff availability and rotas.
- Make sure we have sufficient staff for every session (usually three including a senior).
- Make sure there are suitable resources available for sessions, and they are stored safely, tidily, clean (enough!) and accessible.
- Make sure there are plans for collecting and returning play resources for sessions.
- Make sure the "senior's folders" have all required info and paperwork in them, and seniors know where to get them.
- Keep First Aid, Hygiene Kits and Inclusion Boxes well stocked.
- Ensure Risk-Benefit Assessments have been checked, are up-to-date and shared with the team.
- Make sure snacks, drinks, or things like suncream, water etc. are available as required.
- Make sure evaluation forms are completed regularly and check for any actions required.

- Check in with the team to make sure everyone is ok and pass on any concerns to the Development Team to help propose or find solutions.

Help us develop

- Contribute ideas and proposals for resources, activities and general development of the play programme.
- Contribute to documentation and evaluation.
- Help to put together plans for new sites and projects.
- Contribute to social media and communications.

3. Person specification

Choose Play expects Project Leads to be:

- **proactive** – look ahead, be conscious of milestones, look for opportunities
- **problem-solvers** - notice challenges on the horizon, be creative and open to looking for solutions, support colleagues to manage challenges positively
- **collaborators** – actively seek views, listen to others, welcome advice
- **role models** – demonstrate principles in practice, expect high standards.

Essential skills, experience and knowledge

- Practical experience in play, arts or creative fields
- Knowledge and experience of participatory approaches
- Good organisational abilities, suitable to prepare, plan and deliver sessions
- Knowledge and understanding of children's human rights and in particular children's right to play
- Understanding and appreciation of the value outdoor spaces and natural environments have for children
- Commitment to using a playwork ethos [See this link](https://play.wales/playwork/the-playwork-principles/)
- Ability to work flexibly and creatively in changing circumstances, and willingness to work outdoors in all seasons
- Excellent communication and interpersonal skills
- Knowledge of, and commitment to, equal opportunities and anti-discriminatory practices, working within diverse communities
- A qualification at SCQF level 8 or above in a relevant area such as Early Learning and Childcare, Playwork or relevant transferable experience

Desirable skills, experience and knowledge

- Experience of working with children with additional support needs in play or creative environments
- Experience of using loose parts, natural, recycled and flexible materials creatively for play with children and adults, particularly outdoors
- Skills, experience and/or knowledge of creating or adapting spaces, especially outdoors, for children's play
- Experience and knowledge of risk management (including risk-benefit assessment) and health & safety guidance as it applies in play settings
- Ability to make written, verbal, visual reports on the project and its outcomes.
- A valid UK driving licence.

If successful, you will be required to become a PVG Scheme member or undergo a PVG Scheme update if you are already a member. Choose Play makes arrangements for Child Protection and First Aid training for staff.

4. Outcomes

Most of Choose Play's activities, including community based play work towards achieving the following outcomes:

- Children have more opportunities to play, both indoors and out, leading to improved health and wellbeing outcomes.
- Children and families become more aware of the benefits of play.
- Communities value and support play opportunities for children and young people.
- Children and young people are listened to and their views on playing and free time taken into account
- Adults who work alongside children feel confident and knowledgeable in supporting and facilitating children's play.



5. The Choose Play approach – we believe in collaboration

Choose Play believes in collaborative approaches and aims to nurture a supportive environment to share and develop ideas, and to implement projects. We are organised as a Delivery Team and a Development Team. Both teams work closely together. The role of Temporary Project Lead will be supported within Choose Play's Development Team through project meetings, staff meetings and support and supervision.

The Choose Play team has developed a distinctive approach which is child-led, responsive and respects children's rights, with a focus on article 31 of the UNCRC, especially the right to play. We are looking for someone who will enjoy working in this environment and help Choose Play to innovate, experiment and deliver consistently high standards.

Choose Play's strategic aims are:

- Help to make healthy, nurturing places to play, especially outdoors in nature
- Enable children's idea and views to be heard and to influence matters of importance to them
- Inspire, enable and empower families, schools and communities to make play happen
- Deliver inclusive and accessible play opportunities in all seasons.

Governance and staffing: Choose Play has an active Board of Trustees with a range of backgrounds and skills. Choose Play is a Scottish registered charity SC050202

- Shortlisted nominee: IPA Right to Play, 2023
- Winning recipient: IPA International Award on the Right to Play in Times of Crisis, 2020.
- Shortlisted Nominee: Promoting Play, National Playwork Awards, 2019.
- Winner: Positive Support for Play, National Play Awards, 2018.

6. Deadlines and interview dates

- Applications should be sent to admin@elpa.org.uk and received by midnight on 27th April 2025.
- Interviews will be held on 2nd May at the Fraser Centre, Tranent, East Lothian.
- If you an online interview or an alternative date, you can let us know on your application form.
- If you require any adjustments for the interview, please discuss this with us and we will do our best to put arrangements in place.
- For any enquiries and an Application Form, please contact admin@elpa.org.uk

