

Dear Applicant,

Thank you for the interest you have shown in joining PACSO in the role of **Full-Time Play Specialist**.

PACSO is a charity providing play and social opportunities for children and young people with additional needs/ disabilities. The main locations we run from include Fordwater School (Summersdale Road, Chichester, PO19 6PP) and Lavant House (West Lavant, PO18 9AB).

**The application process is as follows:**

1. Submit an Application Form **by 5pm on Wednesday 21<sup>st</sup> May**
2. Shortlisting will take place on **Thursday 22<sup>nd</sup> May**
3. If you are successful in being shortlisted, you will then be invited to an observation session where you will be assessed working with the PACSO children during the **week beginning 26<sup>th</sup> May** and to interview **week beginning 2<sup>nd</sup> June**

**Please read the Job Description** before completing the following forms:

- **Application Form** (link [HERE](#))
- **Equality & Diversity Monitoring Form** (link [HERE](#))

The successful applicant will be required to provide **2 satisfactory references** and undergo an **enhanced DBS** check prior to start of employment.

Please don't hesitate to contact us if you need more information.

Emma Drain

PACSO CEO

[play@pacso.org.uk](mailto:play@pacso.org.uk)

### PACSO Play Specialist Job Description

<b>Job Title</b>	Play Specialist
<b>Reporting to</b>	Play Lead
<b>Responsible for</b>	N/A
<b>Hours of work</b>	30 hours per week
<b>Location of work</b>	PACSO Office and out in the community (Chichester and Arun)
<b>Main purpose and scope of the job</b>	To provide a variety of clubs and out of school activities for children and young people with disabilities and additional needs aged from 0 to 25 years. We aim to provide a fun, safe and stimulating experience whilst helping CYP develop self-confidence and independence skills. This may include a range of activities away from our play base, e.g. swimming, cinema, horse riding (not an exhaustive list.)
<b>Duties and key responsibilities</b>	<p><b><u>Main Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• To build strong, positive, and appropriate relationships with children and young people and their families, recognising the challenges that they face and putting them at the heart of everything we do.</li> <li>• To understand PACSO'S commitment to safeguarding children and young people and implement the Safeguarding and Child Protection policy.</li> <li>• To support children and young people with a range of needs, including behaviour that challenges, Profound and Multiple Learning Disabilities and health needs (not an exhaustive list.)</li> <li>• To provide and participate in a wide range of clubs that are accessible for all ages in accordance with the requirements identified by the PACSO Board of Trustees. This will include the clubs we already run, as well as generating ideas for potential new clubs.</li> <li>• To encourage and challenge disabled children and young people, and those with additional needs, by supporting them to participate in activities never experienced before.</li> <li>• To attend regular staff training, supervision, and meetings to maintain ongoing communication and to help shape PACSO into the future.</li> <li>• To contribute to and have an understanding of individual care plans and to implement changes where appropriate, in consultation with the parent/carer, the young person and the PACSO Play Lead and Care Lead.</li> <li>• To be aware of their duty of care for the disabled young person (including personal care) from the point of pick up to the time of their collection and to ensure appropriate risk assessment has been undertaken and recorded in line with PACSO's Health and Safety Policies, prior to any activities.</li> <li>• To demonstrate a commitment to working flexibly and in the best interest of the children, families, and organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>• To work as part of a team, contributing to the work environment and being a supportive colleague.</li> <li>• To undertake any additional duties as delegated by the CEO, Play Lead, Deputy Play Lead or Board of Trustees.</li> </ul> <p><b><u>Leadership and Management</u></b></p> <ul style="list-style-type: none"> <li>• Lead a small team of casual staff and volunteers at PACSO events, including sharing knowledge, emergency and care plans and delegating tasks.</li> <li>• Ensuring that casual staff and volunteers adhere to PACSO policies, with the support of the PACSO Play lead where necessary.</li> <li>• Lead team briefings and debriefs at PACSO play events, supporting casual staff and volunteers where necessary and feeding into whole team meetings.</li> <li>• Always demonstrate professionalism, upholding the PACSO staff Code of Conduct.</li> <li>• Encourage, support and model good practice to casual staff and volunteers.</li> </ul> <p><b><u>Strategy, Planning and Control</u></b></p> <ul style="list-style-type: none"> <li>• Support the Play Lead to plan, run and evaluate PACSO play services, in line with contracts and current legislation.</li> <li>• Read, understand, and adhere to all PACSO policies, procedures and risk assessments.</li> </ul> <p><b><u>Governance</u></b></p> <ul style="list-style-type: none"> <li>• To contribute to the collection of data, recording information and records as required. For example, daily registers and log sheets, health and safety forms etc.</li> </ul> <p><b><u>Ambassadorial Role</u></b></p> <ul style="list-style-type: none"> <li>• Represent PACSO well within the community, with funders and partners, fostering strong relationships with all.</li> </ul> <p><b><u>Personal Qualities</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate strong, visible passion and commitment to the charity, it's strategic objectives and cause.</li> <li>• Exhibit strong inter-personal skills.</li> <li>• Promote and contribute to a collaborative team environment.</li> <li>• Ability to be welcoming and approachable to children, young people, parents, staff and visitors.</li> </ul>
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