

Summer Scheme & Social Action Club Co-ordinator

Freelance Contract:	July & August
Hours:	Up to 35 hour per week
Salary:	£26,116 pro rata
Location:	Hammersmith & Fulham

Project background

In partnership with Let Me Play, and funded by the Governments Holiday Activity & Food programme, Woodcraft Folk seeks to test new approaches to engaging children and young people in our educational values.

We are looking to:

- Coordinate a summer holiday scheme to address holiday hunger and reduce social isolation and anxiety experienced by 10-14 years during the COVID-19 pandemic
- The scheme will have a social action theme, supporting young people to design and deliver youth led social action projects on issues important to them

Job purpose

To coordinate Woodcraft Folk activities in partnership with the Let Me Play. Testing and evaluating new approaches to delivering education for social change via summer holiday hunger clubs, open access playscheme and social action activities.

Specific responsibilities

1. Plan Woodcraft Folk activities, including actively consulting with young people to shape Woodcraft Folk's offer
2. Create a safe and inclusive environment for all children and young people
3. Produce and share activity risk assessments
4. Ensure all activity complies with current safeguarding, health and safety and covid-19 guidelines
5. Ensure all materials are available for planned activities
6. Promote and encourage engagement in project activities, using social media, partnership links and other means as appropriate
7. Supervise and direct play workers and volunteers facilitating activities
8. Liaise with partners, especially the inclusion, SEND and safeguarding teams
9. Undertake activity spend in line with the agreed budget
10. Gather feedback from all stakeholders, identifying lesson learnt using existing evaluation tools
11. Evaluate the impact of Woodcraft Folk activities on children, young people and the wider school community
12. Contribute to funder reporting and evaluation

Person specification

Qualifications & knowledge	<ul style="list-style-type: none">• Numerate and literate (essential)• Understanding safeguarding and child protection responsibilities (essential)• Play work (desirable)• Youth work (desirable)
Experience	<ul style="list-style-type: none">• Planning and facilitating activities for 10-14 year olds (essential)• Producing session plans and risk assessments (essential)• Informal education (essential)• Delivering educational activities that meet Woodcraft Folk values (desirable)• Facilitating outreach and community engagement activities (desirable)• Working in partnership with other agencies (desirable)• Co-ordinating teams (desirable)• Working with volunteers (desirable)
Skills	<ul style="list-style-type: none">• Group facilitation (essential)• Effective communication (essential)• Communicating with children and young people (essential)• Adopting a team approach when delivery activities (essential)
Attitudes	<ul style="list-style-type: none">• Proactive (essential)• Inclusive (essential)• Highly organised (essential)• Adaptable in approach (essential)• Child/youth centred approach (essential)• Committed to promoting Children's Rights (essential)

Applying

Due to the tight time scales being adopted we are asking those interested in this position to complete an [expression of interest form](#) and submit a CV.

For more information please contact debs@woodcraft.org.uk