

Personnel Specification

Job Title: Play Development Team Leader

Essential criteria

At the closing date applicants, must have:

1. QCF level 5 in Childcare Learning and Development (Management) or equivalent
2. Two Years' experience in leading/managing/supervising staff in a family support, early years, community work or health setting
3. Significant experience of developing and delivering Early Years play based programme for children and adults gained in a working capacity.
4. Driving license and access to a car.

Desirable criteria

1. A BA Hons in Early Year Childhood Studies or equivalent

For those candidates who meet the essential criteria the following competencies will be assessed through a range of tasks

Leadership	
Leads, involves, and motivates others. Actively encourages others to work towards a common goal, delegating as appropriate.	
Role model	<ul style="list-style-type: none"> • Demonstrates leadership qualities and professional boundaries in all areas of work to inspire
Decision making and problem solving	<ul style="list-style-type: none"> • Consistently projects a confident, controlled and focused attitude at all times, regardless of the situation or demands on own time. • Identifies and leads the actions to bring about success whilst encouraging others to work together to reach a positive outcome
Coaching and mentoring	<ul style="list-style-type: none"> • Strong inquiry and advocacy skills demonstrating which skill to employ for effectiveness • Listening & responding effectively using substantiated evidence and advice utilising a professional direct approach • Builds capability to enable people to meet future challenges; using a range of experiences as a vehicle for individual and organisational learning.
Social Emotional Intelligence	
Able to recognise and manage own feelings appropriately and in relationships, as well as understanding what other people are feeling. Uses skills needed to handle and influence other people's emotions effectively	
Communication	<ul style="list-style-type: none"> • Uses clear positive communication both within and outside the organisation and at all levels. • Ability to communicate clearly and appropriately with a wide range of families, service users and stakeholders over the phone, in person and via social media • Expresses issues and concepts clearly and confidently, verbally and in writing and displays active questioning and listening skills.
Interpersonal Skills	<ul style="list-style-type: none"> • Establish partnership working with clear roles and responsibilities. • Demonstrates resilience, perseverance and positivity with stakeholders

Persuading, influencing and negotiating	<ul style="list-style-type: none"> • The ability to communicate effectively with a wide range of stakeholders using a range of persuasive, influencing and negotiating skills. • Proven ability to deal with confidential matters with discretion.
Team work	<ul style="list-style-type: none"> • The ability to work in a team and co-operation with other team members
Technical Competence	
Demonstrates the knowledge and skill to perform the activities consistently and over time evidencing high quality work and productivity	
Plan and prioritise	<ul style="list-style-type: none"> • Creates and implements effective plans, to deliver objectives, ensuring priorities are understood and met. • Provides clear solutions to problems for action setting • Demonstrable ability to multi-task, work to deadlines and use initiative • Ensure targets for the team are met.
Report writing	<ul style="list-style-type: none"> • Constantly creates reports and documentation which matches the need of the audience/s which is succinct with a clear focus on outcomes, impact and next steps.
IT	<ul style="list-style-type: none"> • Uses a range of IT systems and programmes with efficiency and impact. • Familiarity with a range of social media formats including Facebook, Instagram and websites.
Commitment to Excellence	
Constantly strives to improve team performance and achievement for the organisation and within the sector. Provides exceptional service and encourages others to do the same. Identifies actions for improvements and ways to add value to service provided to the sector.	
Approach	<ul style="list-style-type: none"> • Promote the work of the department and play an active part in supporting the organisational values and culture. • Regularly monitor own work against policy, milestones and targets and quality outcomes and act promptly to keep work on track and maintain performance.

Please Note

It is the applicant's responsibility to provide sufficient information for the application to be assessed.

Applicants should be aware that essential criteria listed above will be used for eligibility sift purposes. Should shortlisting be required some or all of the desirable criteria may also be applied.

The interview will be a competency based interview.

Applications will also be considered from applicants with relevant formal qualifications considered by Early Years to be of equivalent or higher standard to those stated. If you believe your qualifications are equivalent or, higher than, those required, the onus is on you to provide the panel with details of modules studied etc. so that an informed decision can be made.