

Personnel Specification

Job Title: Play Development Worker

Essential criteria

At the closing date applicants, must have:

1. An NVQ Level III in Health and Social Care **or** NVQ Level III in Early Years Care and Education **or** Level III Award in Community Development or equivalent
2. Two years' experience working with young children in an early years group-based setting
3. One year's experience of planning and facilitating group activities to support children, parents and families.
4. Demonstrate an understanding of the importance of age appropriate quality play for a child's development.
5. An understanding of safeguarding/child protection issues and procedures.
6. A full current driving license enabling the holder to drive in NI and have the use of a vehicle for official purposes **or** have access to a form of transport that will enable the candidate to meet the requirements of the post in full.

Desirable criteria

1. A degree in Early Childhood Care and Education, Health and Social Care, Community Development 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.	
Role model	<ul style="list-style-type: none"> • Demonstrates leadership qualities and professional boundaries in all areas of work to inspire good working environment. • Role models a child-centred, holistic approach
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"> • Listening & responding effectively to support individuals identify solutions
Conflict Management	<ul style="list-style-type: none"> • Enhances the learning outcomes, including effectiveness or performance by various conflict resolution techniques

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. • Expresses issues and concepts clearly and confidently, verbally and in writing and displays active questioning and listening skills. • Proven ability to deal with confidential matters with discretion
Interpersonal Skills	<ul style="list-style-type: none"> • Establish partnership working with clear roles and responsibilities. • Demonstrates resilience, perseverance and positivity with stakeholders • Uses creative thinking leading to innovation of practice and provision • Support leadership in identifying goals and reasonable actions to achieve them

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 • Contributes own thoughts, ideas and experiences to stakeholders on early years matters.
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. • Demonstrates a commitment to the provision of high quality and safe services with an ability to drive a culture of continuous improvement. • Demonstrable ability to multi-task, work to deadlines and use initiative
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.

Commitment to excellence	
Constantly strives to improve team performance and achievement for the organisation. Provides exceptional service and encourages others to do the same. Identifies actions for improvements and ways to add value to service.	