



Dear Applicant,

**Re: Vacancy – Play Starter**

London Play is recruiting new Play Starters to support our exciting Lottery-funded play streets project in its final year. No experience is needed but enthusiasm, creativity and bags of energy are essential, as is an interest in working with children and young people.

There are four posts available in total and we are looking to recruit one person in each of the following London boroughs: Tower Hamlets, Islington, Lambeth and Hammersmith & Fulham.

Hours are flexible, full support is provided, also an option to work towards an AQA qualification if you choose.

I am pleased to enclose a job application pack for this post, which includes the following:

- ◆ Project information for Playful Communities
- ◆ Play Starter Job Description
- ◆ Play Starter Person Specification
- ◆ Summary of Terms and Conditions of Employment
- ◆ Application Form
- ◆ Equal Opportunities Monitoring Form
- ◆ London Play's Equal Opportunities Recruitment Policy

Please complete and return the Application Form and Equal Opportunities Monitoring Form.

**Please send your completed forms to arrive by 5pm Friday 25<sup>th</sup> March 2022**

email to: [catherine@londonplay.org.uk](mailto:catherine@londonplay.org.uk)

(Interviews w/c 28<sup>th</sup> March)

Yours sincerely,

Catherine Togut  
Project Manager - Playful Communities

## Playful Communities – the project



The Playful Communities project is in its fourth and final year, helping people start and support play streets across London. This initiative supports children and young people and their adult neighbours to transform their communities through the simple act of temporarily – but regularly – closing their streets to traffic so that children can play; while adults get to know one another.

London Play is a recognised leader in promoting street play and this wide-ranging project will stimulate further on-street activity where it is most needed, in some of the capital's least affluent neighbourhoods. Play Streets create a temporary traffic-free environment which enables neighbours to get to know each other and foster a shift in attitudes towards the street being seen as a communal shared space where children's desire to play is welcomed.

The Playful Communities project is an inclusive project targeting diverse communities, benefiting children and young people who tend to have limited access to play provision, including disabled children, and those from ethnic minority backgrounds. It is funded by the National Lottery Community Fund.

For more information, please check out:

[www.londonplay.org.uk](http://www.londonplay.org.uk) and [www.londonplaystreets.org.uk](http://www.londonplaystreets.org.uk)

## Play Starter – Job Description

Flexible hours – temporary contract

Reports to the Project Manager

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**With the help of the project manager, Play Starters support resident volunteers to apply for, run and sustain play streets in a designated borough. These are ‘learn on the job’ posts where the successful candidates will have the opportunity to gain experience in playwork, including a placement at a local adventure playground and the opportunity to achieve an AQA qualification.**

### Overall responsibilities

#### Play Starters will:

- Help promote the project within their designated borough.
- Work closely with lead volunteers (Play Street Activators) to deliver successful play streets.
- Assist with data collection and input; working closely with the Project Manager to make sure the required evidence is gathered.
- Help to plan and deliver events including Open Play Streets and Adventure Play Awards.
- Carry out all tasks in accordance with London Play’s policies; in particular with regard to promoting equal opportunities.

#### Key Tasks

1. To build on past achievements and strengthen London Play’s position as the go-to play street organisation in the capital both for residents and local government.
2. To attend two play street events at each of five play streets in the designated borough.
3. To work with Play Street Activators to promote and run play streets
4. To capture and input play streets data: eg dates, attendance numbers, activities and quotes/photos/films for the evaluation report.
5. To help residents enter the ‘Play Street of the Year’ category at the Adventure Play Awards.
6. To help plan and deliver various London Play events.
7. To undertake necessary training delivered by London Play.
8. To attend regular supervision from the Project Manager(s).
9. To undertake any other tasks and responsibilities as may be required.

## Play Starter – Person Specification

### ESSENTIAL

1. **Children’s play.** An enthusiasm for and understanding of the importance of children’s play.
2. **Equal opportunities.** Understanding of and practical commitment to equal opportunities.
3. **Engaging children and young people.** Ability to encourage the participation of children of different abilities, ages and backgrounds.
4. **Partnership working/interpersonal skills.** Ability to develop effective working relationships with a variety of people.
5. **IT skills and data collection.** Competency in using Office software or willingness to learn.
6. **Working hours** – Willing to work Saturday and Sundays.

### DESIRABLE

7. Experience of organising community events/residential street events.

## Summary of Terms and Conditions of Employment

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<b>Name of employing organisation:</b>	London Play
<b>Place of employment:</b>	London Play Pearson Street Adventure Playground 28 Pearson Street London E2 8EL
<b>Date of commencement of employment:</b>	March, date to be agreed
<b>Job title:</b>	Play Starter
Remuneration:	£12.32 per hour
Contract:	Temporary fixed term, March to October 2022
<b>Duties of the post:</b>	As set out in the Job Description
<b>Hours of work:</b>	Flexible by agreement – approximately 84 hours/12 days over the contract period. Weekend working is needed in this post.

## Application form

Please complete all sections.

**Closing date for completed application form: 5pm Friday 25<sup>th</sup> March 2022**

**Please return completed form to: [catherine@londonplay.org.uk](mailto:catherine@londonplay.org.uk)**

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**Position Applied For:** Play Starter

**We would like to recruit one person in each of the following boroughs:**

**Please state which borough you are applying for:**

**Tower Hamlets, Islington, Lambeth or Hammersmith & Fulham (choose one)**

### Personal Details

Surname:

Forenames:

Address:

Email:

Telephone

Home:

Work:

Other:

Any social media links:

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Is there anything concerning your medical history or state of health that is relevant to your application?

Are there any restrictions regarding your employment (e.g. Do you require a work permit?)

*If the answer is YES to either of these questions, please supply details on a separate sheet of paper.*

**Please tell us in 250 words why you would like to be a Play Starter? Please highlight any skills or experience that are relevant to the job description or person specification.**

A large, empty rectangular box with a black border, intended for the applicant to write their response to the question above. The box is currently blank.

## References

### School/academic

1. Name:  
Position:  
Organisation:  
Address:  
Tel:

### Character

2. Name:  
Position:  
Organisation:  
Address:  
Tel:

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**EXEMPTION UNDER THE REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975**

Because of the nature of this post, it is exempt under the above and you are required to reveal all convictions, even those which are spent. Therefore you must answer the following question:

Have you ever been convicted of a criminal offence?

*If the answer is yes, you must give details of all convictions, including date, court and sentence (including conditional or absolute discharge) on a separate sheet. A previous conviction will not automatically disqualify you from appointment, but you may be asked to discuss it at interview.*

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**I confirm that this application was completed by me and that the information given is a true record of my status, qualifications and experience.**

Signed:

Date:

## Appendix 1: Equal Opportunities Monitoring Form

*It is London Play's policy to monitor all applications to help ensure recruitment procedures meet our equal opportunities policy and our obligations under the various Acts of Parliament and related codes of practice concerned with race relations, sex discrimination and the employment of disabled people. The form is separated from the application and is used for monitoring purposes only.*

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**Position Applied For:** Play Starter

**Date of Birth:**

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### Ethnic Origin

I would describe my ethnic origin as *(please circle as appropriate)*:

- |                    |                  |                           |
|--------------------|------------------|---------------------------|
| a. Black-Caribbean | b. Black-African | c. Black Other            |
| d. Indian          | e. Pakistani     | f. Bangladeshi            |
| g. Chinese         | h. White         | i. Other <i>(specify)</i> |
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### Disability

Do you consider yourself to have a disability?

If you are registered disabled, please state your number.

Registration No:

## **Appendix 2**

### **Equal Opportunities Recruitment Policy**

***London Play is committed to equality of opportunity and is opposed to direct or indirect discrimination. We, employ staff based only on criteria of knowledge, skills, ability and attitude specific to jobs described, regardless of sex, age, race, colour, being disabled or non-disabled, their HIV or AIDS status, ethnic or national origin, marital status, sexual orientation and regardless of their religious and cultural beliefs or practises which are consistent with this statement.***

All candidates and all members of the recruitment panel will receive a full copy of our policy.