

## **Job Specifications 2024**

We ask all coordinators to:

- Uphold the highest of standards in relation to safeguarding and child protection
- Promote a culture of teamwork and mutual respect
- Prioritize your welfare and the team's welfare
- Communicate openly
- Collaborate with others (involving the team and other teams where appropriate)
- Reflect and learn
- Ask for help if you need it

### **Core responsibilities for all Coordinators:**

*Some of the following tasks are integrated into specific coordination roles. However, the reality of our work context means that the responsibilities specific to each coordinator's role have to be adaptable. These core responsibilities give an overview of the highest priority tasks that need to be done each week. Therefore, though some of these tasks may not be specific to your role, all coordinators are responsible for ensuring they are completed.*

- Modelling a passion for play
- Planning, packing and facilitating high quality play sessions
- Being a proactive and reflective session leader
- Leading briefings and debriefs for play sessions
- Welcoming and supporting new volunteers including delivering key trainings
- Upholding the charity's principles and culture - collaboration, communication, honesty and mutual respect
- Building professional relationships with team members to encourage a positive team culture where constructive criticism and concerns can be raised
- Representing Project Play at meetings with other organisations
- Overseeing house maintenance and cleanliness including reporting any damages to the appropriate parties (ie. Landlord or warehouse proprietor's)
- Vehicle maintenance
- Managing transport logistics
- Check ins/check outs with volunteers

- Monitoring day-to-day finances including basic financial tracking
- Organising weekly workloads for the whole team including the weekly ROTA and regular breaks.
- Weekly monitoring and evaluation of Project Play's work, including logging session data and consolidating session information into monthly reports
- Offering on-going and responsive welfare support to the team

### **Specific roles:**

#### **Safeguarding and Child Protection Coordinator**

Specific responsibilities:

- Regularly updating and implementing [relevant risk assessments](#)
  - These will be reviewed when there is a change in the context
  - These should be reviewed collaboratively for buy in - purposeful and functional
- Completing and presenting the [monthly update a the big meet](#)
  - Ensuring that we are tracking the trends in safeguarding issues with accurate data
  - Ensuring that a monthly overview of safeguarding issues (including trends in the weather, police brutality, the community) is provided in the blurb at the top
- Making sure the team is clear on the evacuation policy when on the field and that briefings and debriefings are effective
  - Ensure briefings provide safeguarding pointers and evacuation refresh
  - Ensuring that vulnerabilities raised during a debrief are acted upon on the next session
- Supporting the Deputy Safeguarding Coordinator and taking on core workload when they are on a break
- Ensuring the following [good practice is followed with data management](#)
  - The team knows good practice and the reason why it is important
  - The team implements good practice
- Attending vulnerability meetings with relevant organisations
  - This may include RWC
  - Interasso
- Overseeing the safeguarding reporting system
  - Reports received to the safeguarding email
  - They are saved to the relevant file on the drive
  - They responded to and raised if needed - need to know basis
- Building relationships with external organisations and promoting and

supporting safeguarding in their areas

- Offering support and guidance to other organisations
- Offering training to other organisations such as the [External Organisation Training](#) and [Secuour Cata training](#)
- Modelling and promoting safeguarding to our network
- Being responsible for and ensure the implementation of the [safer recruitment policy](#)
  - Working with the volunteer coordinator closely
  - Checking Police Checks and saving this information
  - Monitoring how this is implemented
- Seeking out advice and building our support network
- Overseeing cordo and volunteer welfare - modelling self-care
- Instigating the [traumatic event protocol](#) when there is an incident or death on the border
- Dealing with any disciplinary matters or safeguarding concerns in line with our policy and procedure - if team members have a complaint, this is who they raise it to or Rachel
- Facilitating relevant training
- Ensuring the safeguarding messaging is embedded in our practice
- Regular vulnerabilities case review with remote DSL

## **Deputy Safeguarding and Child Protection Coordinator**

- Leading on child response cases with vulnerable children without CP concerns
  - Designing response protocols
  - Researching relevant techniques or tools
  - Supporting volunteers to improve their knowledge and practice
- Supporting the Safeguarding Coordinator and acting as [DSL when they](#) are on break
- Facilitating and coordinating the [anti-racism review](#)
  - Leading conversations on understanding the colonial and racialised nature of the border and the wider political context we are working in
  - Improving team culture in being open to learning and self-reflection
- Improving our cultural practices and understanding etc
  - researching and supporting improvements in our approach
  - making our play practice less Euro-centric.
  - Building a network of different organisations and communities (seek

advice/support)

- Lead on recruiting and overseeing community volunteers
- Facilitating warehouse-wide Anti-Racism training and Anti-Oppression Working Group
- Ensuring the safeguarding messaging is embedded in our practice
- Overseeing the safeguarding reporting system
  - Reports received to the safeguarding email
  - They are saved to the relevant file on the drive
  - They responded to and raised if needed - need to know basis
- Seeking out advice and building our support network
- Facilitating relevant training (external) - with the view to being able to provide in both English and French
- Attending vulnerability meetings with relevant organisations
  - This may include RWC
- Regular vulnerabilities case review with DSL

### **Volunteer and Welfare Coordinator:**

Specific responsibilities:

- Making the weekly rota
- Posting and maintaining [job adverts across a range of platforms](#) considering diversity and inclusion
- Interviewing applicants
  - Interviews can be delegated
  - Ensuring those who are interviewing understand our [safer recruitment process](#) working with the SG
- Responding to applicants and pre-arrival
- Making sure the house bed rota is kept up to date
- Coordinating volunteer induction
  - This doesn't have to be all completed by the volunteer coordinator! Delegate!
- Offering on-going and responsive welfare support to the team
  - Working with the safeguarding and deputy safeguarding coordinator to support welfare guidance, tools and support
  - Modelling taking care of yourself to others! People follow your lead
  - Ensuring the team have space to reflect
- Coordinating team building/ culture building activities if the team needs

- Managing meetings so that there is open and honest communication - bring in mediator if needed

### **Activities Coordinator:**

Specific responsibilities:

- Modelling passion about the power of play and sharing this passion with volunteers **at all times!**
- Helping volunteers to pack and prepare for sessions when not on an admin day
- Managing the warehouse and ensuring it kept clean, tidy and organised
- Maintaining appropriate levels of stock; making sure we have the necessary resources and that the excess is repurposed appropriately
- Completing the monthly reports in time to present them at the big meet
- Lead planning sessions
- Ensuring the team is feeling comfortable and confident in the field through on-going training
- Ensuring planning sessions are impactful
- Making sure that all sessions are exciting, impactful and of a high standard
- [Ensuring session planning and activities target key areas of development, including specific activities to target trauma and toxic stress](#)
- Updating the needs list and informing relevant parties
- Greeting and liaising with donors visiting
- Liaising with visiting organisations and ensuring they have [undertaken the necessary training](#)

### **Advocacy coordinator:**

Specific responsibilities:

- Establishing and upholding connections with partner associations, including those working on the border, elsewhere in France and across Europe, with a view to strengthening the legitimacy of our voice as an actor in this space.
- Working closely with partners to advocate collectively, guided by our principles of empowering, participative and rights-based advocacy.
- Working closely with partner organisations on the ground to share appropriate information, with particular regard to planning Project Play's response to evictions in our working sites.
- Participating in relevant meetings and working groups as a representative of

Project Play, sharing developments with the wider team.

- Lead data collection on the ground, facilitating training within the team to ensure consistency and high standards. Work with the Remote Advocacy Coordinator to organise and process this data.
- Work with partners to share important information from our own data collection, with respect to confidentiality and GDPR, to support our advocacy goals.
- Working with the Remote Advocacy Coordinator and advocacy team to design, coordinate and implement advocacy campaigns and actions in line with our position - these can be self-initiated and in partnership with other organisations.
- Support the ground team to capture and create sensitive and impactful content, supporting campaigns, communications and reporting. This will require attention to confidentiality and GDPR best practice.
- Support the implementation of our media strategy, working with the whole Project Play team to engage with media thoughtfully and constructively and signposting volunteers engaging with media actors to our available support network.