

## **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.*

- Modeling 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 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:

- Maintenance of our Vulnerabilities Case Files
- Maintaining the safeguarding reporting system
- Liaising with partner organisations about safeguarding concerns
- Consulting with specialists for advice and guidance
- Implementing vulnerability action points and developing strategies to support specific children
- Organising and leading training in regards to safeguarding/child protection and good practice in relation to our context (e.g. trauma informed practice)
- Facilitating Safeguarding training for Project Play volunteers and partner organisations
- 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
- Organising vulnerabilities meetings with partner organisations, i.e. Refugee Women's Centre
- Completing and reviewing risk assessments for spaces
- Making sure the team is clear on the evacuation policy when on the field

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

Specific responsibilities:

- Coordinating volunteer induction
- Making the weekly rota
- Heading up volunteer recruitment including job adverts, responding to applicants and pre-arrival
- Making sure the house bed rota is kept up to date
- Organizing/ facilitating training on relevant topics

- Offering on-going and responsive welfare support to the team
- 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
- Ensuring that the house is maintained

### **Activities Coordinator:**

Specific responsibilities:

- Modeling passion about the power of play and sharing this passion with volunteers at all times!
- Ensuring the team is feeling comfortable and confident in the field
- 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
- Maintaining appropriate levels of stock; making sure we have the necessary resources and that the excess is repurposed appropriately
- Greeting and liaising with donors and visitors

### **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.