



## **Activity Coordinator Job Advert**

Do you feel strongly about every child's right to play and education?

Are you experienced in education or activity design and facilitation?

Could you support a team of volunteers in a challenging context to deliver high quality play sessions for children and families on the move?

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### **LOCATION**

Calais, France

### **CONTRACT LENGTH**

Minimum of 10 months, with 2 month trial period.

### **ROLE TYPE**

Part time CDI available - 18 hours a week (Monday-Friday) at €11,88 per hour.

Largely based at our office for admin and in locations across Calais and Dunkirk for the facilitation of activity sessions. Some flexibility for home-based admin.

The distribution of hours will be negotiated and agreed in advance, but will be spread across five days. There may be additional opportunities to accompany the team on more activity sessions should you wish to do so - subject to discussion.

Accommodation provided.



## JOB DESCRIPTION

Join our hard-working grassroots team in providing play and education sessions for children on the move in northern France. You will be part of a team of 4 coordinators and 3 - 8 volunteers, who are collectively responsible for **planning, preparing and delivering play sessions in a highly changeable context.**

Alongside **joining play sessions**, you will **support our team** with planning and facilitation skills. This means you will consistently be **modelling a passion for the power of play** and **sharing this passion** with volunteers at all times.

A core part of the role is **overseeing and supporting the planning of our sessions.** **We pride ourselves on making sessions tailored to the children we work with** and as **impactful as possible.** You will provide **guidance and advice** to volunteers to ensure they feel comfortable and confident in the field and support them to best meet the needs of the children. This includes **researching culturally engaging activities, supporting children with additional needs** and reflecting on the **impact of our sessions on child development.**

In addition to overseeing the activity provision, the role is in charge of keeping our **warehouse area clean, well organised and well stocked.** This involves **managing a small budget and creating partnerships with donors.** You are also responsible for **organising visiting groups and liaising with donors when they visit.**



## ABOUT YOU

You are:

- Passionate about every child's right to access the power of play
- A team player who values collaboration and communication
- Flexible and confident in a changeable environment
- Able to support yourself and remain calm in challenging situations
- Reflective and open-minded - we are always on a journey to better and improve our service
- Able to manage an administrative workload alongside the delivery of our sessions
- Empathetic and good at supporting others
- Proactive and organised - able to prioritise and balance workload
- A calm and positive communicator - able to speak confidently and resolve conflict

## SKILLS AND EXPERIENCE

You must:

- ☐ Be over the age of 21
- ☐ Be able to procure a valid criminal record check
- ☐ Be able to commit to a minimum of 10 months
- ☐ Have the right to work in France or be able to obtain a visa - we can provide paperwork but not support for this
- ☐ Have experience working with children in a paid or voluntary capacity
- ☐ Have experience in team leadership and/or project management
- ☐ Have an understanding and awareness of our working context in northern France, specifically in migration and European border policy
- ☐ Have a background in volunteer or team management, mental health or HR



- ☐ Have a working understanding of child protection and safeguarding practice
- ☐ Able to cover your day-to-day costs outside of accommodation including travel to and from France

#### Desirable:

- ☐ Have a working level of both written and spoken French and English
- ☐ Proficient in a relevant language (Kurdish / Arabic / Farsi)
- ☐ Experience in developing safer recruitment or diverse recruitment procedure
- ☐ An understanding of trauma-informed practices, and the impact of trauma and toxic stress on childhood development
- ☐ A valid driving licence and willingness to drive the Project Play van
- ☐ Experience working or volunteering in a similar context

## ABOUT US

Project Play is a grassroots organisation facilitating structured play sessions for children who are living in informal living sites and accommodation centres across Calais, Grande-Synthe and the surrounding regions. We run sessions six days a week and are looking for a project coordinator to play a vital role in the day-to-day implementation of our service.

In the absence of any such provision from the state, we deliver play and informal education activities for children on the move. We are a friendly, hardworking team who aim to uphold the organisation's principles of collaboration, communication, honesty and mutual respect. Creating a supportive and collaborative team dynamic is vital for our work.

Our sessions are designed to facilitate safe spaces in which children coming through northern France can exercise agency, nurture key developmental skills, build resilience and have fun. Through offering play-based psychosocial support, our team works to assist children and their families to minimise the impacts of toxic stress, trauma and ongoing adversity.



## HOW TO APPLY

To apply for the role of Activities Coordinator at Project Play, please email us at [coordinatorrecruitment@project-play.org](mailto:coordinatorrecruitment@project-play.org). We will then get back to you with more information on our work, the context and the position.

We hope to hear from you soon!