



Playing Out CIC, Windmill Hill City Farm, Philip St, Bristol BS3 4EA. Tel: 0117 9537167
Email: hello@playingout.net Website: www.playingout.net Company no: 7694294

Job Description: Play Streets Information and Support Officer

Position:	Play Streets Information and Support Officer
Accountable to:	Playing Out CEO
Based:	Windmill Hill City Farm, Bristol (BS3), with some home working
Hours:	30-37.5hrs
Salary:	£24,500 pro rata (plus pension)
Holiday:	30 days plus public holidays (pro rata)
Terms:	12 month fixed term contract (with strong likelihood of extension dependent on funding)

Equalities and inclusion

Playing Out is actively seeking to achieve more diversity in our team and board. Over the past two years, we have been doing internal work and seeking external help to recognise and address unconscious bias within ourselves and within the organisation as a whole, but we know we still have a long way to go. Our vision for Playing Out is that ALL children, regardless of race, ability, social background or any other characteristics have equal opportunity to play out safely where they live. This makes it even more important that both our team and wider network are diverse and representative. On that basis, we particularly welcome applicants from under-represented groups. We will also ensure that all job applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, social background, disability or nationality.

About Playing Out

Playing Out began with conversations between parents who felt that their children (and children generally) were missing out on something vital – the opportunity to play out near home with friends. Due to increased traffic and other barriers, what was common a generation before had become increasingly rare and problematic, with huge impact for children's health and wellbeing.

Then in 2009, Alice and her neighbour Amy came up with the “playing out” or temporary play street model, closing their street to traffic so children could play out freely. This was both a practical action and a catalyst for longer-term change. They got Bristol City Council to pioneer a policy enabling any street community to do this on a regular basis and the idea soon began to spread as it became clear that many people wanted these changes for children and community.

14 years later, Playing Out CIC is an internationally respected and impactful social change organisation, supporting and growing a UK-wide movement to restore ALL children's freedom to play outside where they live, for their health, happiness and belonging in their communities. We support grassroots, community action, particularly the ever-growing play streets movement. With this ‘doing/activism’ as our platform, we

also campaign for wider change towards safe, liveable streets and a prioritisation of children's need for free outdoor play across local and national policy.

Our main work is promoting and supporting the resident-led 'temporary play street' model which has so far been taken up by over 1,500 street communities (benefitting 45,000 children and involving 22,500 adults taking action in their own communities). Over 90 local authorities across the UK now have a play street policy in place. We are now at a point of significant growth in communities and councils coming on board. We also work in all kinds of other ways to shift thinking and policy about children, streets and cities and have a strong focus on how playing out can bring diverse communities together and benefit children in areas facing greater disadvantage.

We are not trying to do all this alone. The UK-wide Playing Out network is in the thousands and this includes many local activators and community organisations. An important part of our role is to encourage and support this network of local change-makers. We also directly work with councils and collaborate with like-minded bigger organisations such as British Cycling, Sustrans, The Big Lunch and Living Streets. We have a strong board and great support out in the world from experts and academics to councillors and MPs.

Our Team

We are a small, friendly and committed team, based in our lovely, spacious office at Windmill Hill City Farm, BS3. Alongside this role we have a CEO, a Play Streets Programme Manager and an Operations Officer. We also have two freelance Associates (co-founders of the organisation who are passionate about the aim of restoring children's freedom), working mainly on communications and campaigning.

Playing Out achieves a huge amount through this small team. Mainly, this is because we are not a delivery organisation; we are supporting and growing a network/movement of residents, councils and local organisations who are themselves taking action across the UK. Also, we make full use of digital communications (website, webinars, social media) in order to reach a much wider audience. We are nimble and 'light touch', able to respond quickly to changing needs in a 'can do' way. And as team members, as well as each having areas of responsibility and expertise, we all 'muck in' to get things done in the most effective, resourceful way possible. We work hard and achieve a lot, whilst also prioritizing team wellbeing and supporting a good work/life balance.

About the Role

This role will support our Play Streets Programme Manager to respond to growing opportunities and interest and enable as many play streets as possible across the UK, using all our existing knowledge, contacts, information and resources. You will also provide direct, light-touch support for play streets in Bristol (about 1/5 of the job) and help us to track activity and monitor the impact of play streets nationally.

We need someone organised, professional, resourceful and encouraging to others. You will be digitally adept and enjoy organising data and information, have excellent attention to detail and accuracy, and take pride in your work. Working successfully to agreed plans and objectives, you will also have room and the ability to spot opportunities and have ideas. You will also be personable and enjoy helping and encouraging people.

This role would suit someone who meets the person specification and wants to use their skills towards bringing about positive change for children and communities; and to learn, grow and develop with the role. You will be happy to be in a small team (with some home/solo working) and to muck in to get things done, in return for an excellent learning opportunity and the chance to be part of an exciting and growing national/international social change movement.

Tasks and Responsibilities

Supporting the national play streets programme:

- Supporting our Play Streets Programme Manager to grow play streets across the UK
- Responding to a range of enquiries about play streets from parents, residents, councils, community organisations etc. Signposting and providing helpful information, contacts and encouragement.
- Pro-actively contacting local authorities and other organisations nationally to promote play streets and offer support
- Keeping our national Facebook group (online community) active and supportive
- Providing information and support as needed to our network of local 'activators'
- Co-ordinating specific national projects such as our 'free kit' offer for play streets
- Providing support for communications around play streets, including mailings and social media
- Co-ordinating, servicing and feeding into online network meetings
- Helping to organise and deliver in-person events and training
- Occasionally being willing to travel to meetings/workshops outside Bristol

Resources, website and info:

- Keeping the Play Street sections of our website (aimed at residents/parents, councils and organisations) up to date, accessible and accurate
- Keeping our local authority/area website info up to date
- Creating/developing new digital resources as needed

Webinars and online training:

- Providing practical support in planning, promoting and delivering webinars
- Providing digital support (e.g. creating slides and film clips)
- Helping to organise online workshops and discussion forums

Gathering and managing data:

- Systematically keeping track of play streets activity and impact
- Maintaining our database of LAs, organisations, streets and individuals
- Helping to create new systems for capturing impact/data
- Gathering and providing data for reporting and internal impact assessment
- Developing and delivering other evaluation work in collaboration with team
- Writing up and summarising results of evaluation for internal and external use

Supporting play streets in Bristol (approx. 1/5 of the role)

- Helping to promote play streets across Bristol (through local media and other channels)
- Where capacity allows, attending events in Bristol to promote play streets
- Responding to interest from Bristol residents and providing light-touch support (phone, email and, where capacity allows, in person)
- Enabling community organisations and support workers to promote and support play streets across the city, especially in areas facing greater disadvantage
- Keeping the Bristol Facebook group active and supportive
- Gathering impact data and learning from Bristol play streets

And - as we are a very small team - managing your own work, admin and mucking in as needed!

Person specification

We are looking for someone who is:

- Keen and quick to learn
- Digitally savvy
- Organised and systematic
- Encouraging and supportive
- Good with data
- Conscientious and accurate
- Able to both use initiative and take instruction
- Committed to equity, diversity and inclusion
- Interested in the aims and objectives of Playing Out

Skills and experience

Essential:

- Experience of a similar role (in any sector or setting)
- Experience of managing data and information
- Experience of providing information, advice or support
- Good understanding of social media (ideally in organisational context)
- Ability to communicate with people from any background - personal or professional
- IT and digitally literate
- Good, accurate written English
- Experience with a range of digital tools/systems (e.g. Mailchimp, Dropbox, SurveyMonkey, Trello) and ability to learn new ones quickly and easily

Desirable:

- Experience of working in or with local authorities
- Direct or lived experience of supporting communities facing disadvantage
- Understanding/experience of community-led action
- Interest in active travel / liveable streets
- Experience of project evaluation
- Digital design skills

How to Apply

The closing date for receipt of completed applications is **9am, Tuesday 28th February**. Applications received after this time will not be considered except in exceptional circumstances.

Please send your CV and a supporting statement covering how you meet the person specification (1000 words max). Please email these both as pdf attachments to: jobs@playingout.net

It would be helpful for us if you can also fill out and attach an [equal opportunities monitoring form](#) (which will be detached from your application before shortlisting).

If you would like to speak to someone about the role or application process before submitting an application, please also email this address or call 0117 9537167 and we will arrange to call you back.

Timeframe

Application deadline: 9am, Tuesday 28th February

Interviews: Thursday 9th March in Bristol

Preferred start date: April 2023

Application Process

Please read these notes carefully before applying. They are intended to help you provide us with all the information we need to help us understand how you meet the requirements of the role.

Job Description and Person Specification

This recruitment pack includes a full job description, which sets out the duties and responsibilities of the post. It is important that you read the job description before completing your application. Consider what evidence you can provide to support your application and demonstrate that you have the personal qualities, skills and experience to meet the criteria in the job description.

Shortlisting and what we're looking for

Shortlisting will take place as soon as possible after the closing date. We will go through your application in detail looking for specific evidence that you possess the qualities, knowledge and skills required for the role; the more evidence you provide, the stronger your application is likely to be. Don't just tell us you've got great management skills; *tell us about when and how you've used them, in any context*. You might find it easier to use each of the skills we are looking for as a heading and to write a short paragraph about each one. However, do it in the way you think best gets the information across.

All applications will be anonymised before shortlisting. Shortlisted candidates will be contacted by email by Friday 3rd March and invited to an interview on **Thursday 9th March**.

If you are not shortlisted, we will notify you by e-mail. Unfortunately we do not have capacity to give feedback to people who are not shortlisted for interview.

Interview

First interviews will be held in person at our office at Windmill Hill City Farm, Bristol. Please keep this date available as we may not be able to offer an alternative. There may be a second round of interviews the following week.

Interview panels vary but are likely to include the CEO, Play Street Programme Manager and a Board member.

Offer of Employment

All offers of employment are made subject to contract, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK. There will be a probationary period of 6 months.

Equalities and inclusion

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We hope you find this information helpful and wish you the best of luck with your application. Please contact jobs@playingout.net or call us on 0117 9537167 if you have any questions about the application process or want an informal chat about the role. We're happy to help.