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## Your job

**Job Title: Community Play Development Manager**

**Service: Be Well**

**Grade: 8**

**Reporting to: Wellness Manager**

Wigan Council is a high performing, nationally recognised council with a proud track record of delivery and innovation. Our strategic priorities are driven by the Progress with Unity plan which represents a new movement for change for the next decade. It builds on the successes and opportunities created during the last 10 years but also the lessons we have learned along the way.

We recognise that the world around us has changed significantly. The complex challenges and emerging opportunities facing our communities demand a courageous and collaborative response. That's why, as a partnership of residents, businesses, public services, and community organisations, we've taken time to reflect on our strengths—and where we must go further to create lasting impact.

Two key missions have been identified that the council and its partners are committed to delivering:

Create fair opportunities for all children, families, residents and businesses

"Together, we will break down the barriers that create financial, health, education and environmental inequalities in our borough."

Make all our towns and neighbourhoods flourish for those who live and work in them

"Together, in genuine partnership with our residents and businesses, who know our communities best, we will help each town and neighbourhood in the borough to celebrate and maintain their identity whilst understanding and helping to achieve what is needed to thrive."

As Community Play Development Manager, you will be responsible for the development and delivery of services from Norley Hall Adventure Playground. You will oversee the Play team, ensure compliance and safety standards, and manage key relationships that support positive opportunities for local people.

You will represent Be Well on associated forums and groups, supporting wider play development priorities, whilst both sharing and adopting best practice. You will work closely with local system partners to improve social outcomes for our residents and evidence the positive impact that can be achieved through play related provision.

You will also support wider health improvement initiatives as part of our organisational commitment to tackling health inequalities, ensuring you follow the six ways of working on a daily basis:

- See the person
- Listen deeply
- Know this place
- Do the right thing
- Connect to neighbourhoods
- Show our love and pride

You will be expected to have a flexible approach to work in line with business demands, including working outside of normal working hours on a regular basis, including evenings and weekends. A full driving license and use of a vehicle is desirable. You will be expected to proactively undertake professional training and development, whilst keeping abreast of changes in legislation and best industry practice.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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## **In this job you will:**

In the next 12 months, you will:

- Be responsible for the development and delivery of services from Norley Hall Adventure Playground.
- Be part of a multi-skilled Active Wellness service working in targeted communities.
- Play a key role within local communities to break down barriers and proactively build relationships, with a focus on Norley Hall and surrounding areas.
- Be responsible for the management and delivery of a specific range of projects and interventions in the local community.
- Coordinate and oversee the annual successful delivery of National Play Day.
- Implementation and maintenance of service standards, objectives and targets that support local and organisational strategic priorities.
- Develop and maintain effective working relationships with key stakeholders and agencies including local schools, family hubs, social care, community safety teams, and the emergency services including GMP.
- Be responsible for meeting compliance at Norley Hall Adventure Playground ensuring all maintenance schedules are delivered and remedial actions completed accordingly.
- Hold local safeguarding responsibility for the Play team collaborating and providing intelligence to key system partners as required.
- Pro-actively engage with residents and community providers, listen to their views and ensure lived experience is at the heart of all we do.
- Promote population and community health and wellbeing, addressing the wider determinants of health inequalities.
- Develop and maintain up to date knowledge of local services and community-based activities building effective partnerships with a range of providers.
- Maintain accurate and up to date monitoring information and records of service delivery, reporting on performance as required.

- Operationally manage a budget and resources effectively to achieve best value and within relevant financial constraints.
- HR management of staff including performance, training and skills development and appraisal.
- Deal with customer issues.
- Liaise with professionals from multi agency settings to ensure effective collaboration and appropriate information sharing.
- Deliver talks, presentations, and support promotions to professionals, colleagues and residents.
- Work within ethical and professional boundaries while promoting population health and wellbeing.
- Be an ambassador for Wigan Council ensuring appropriate representation and effective networking at a local, regional and national level.
- Provide professional and subject specific technical / operational expertise and guidance.
- Contribute to the annual planning cycle, developing relevant KPIs and impact measures.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.
- Undertake continuing professional and personal development as considered appropriate.
- Undertake any other duties as requested by management that are commensurate with the grade and post.

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## **In this job you will need:**

You must be able to demonstrate the following essential requirements:

- A relevant degree or equivalent professional qualification in a
- sport, health, play or youth work related subject OR considerable work experience in the sport, health, play or youth work field.
- Significant facility and/or project management experience preferably within the community development sector.
- Experience of setting health and safety standards, ensuring compliance with relevant policies and the ability to manage essential maintenance schedules.
- Considerable experience developing relationships with an extensive and diverse range of partners.

- Experience of co-ordinating physical activity related programmes and events.

## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

|                       |                                                                                          |
|-----------------------|------------------------------------------------------------------------------------------|
| <b>Be Positive</b>    | “ Take pride in all that you do and support and develop yourself and others. ”           |
| <b>Be Accountable</b> | “ Be responsible for making things better, enabling change and supporting improvement. ” |
| <b>Be Courageous</b>  | “ Be open to doing things differently and working collaboratively with others. ”         |
| <b>Be Kind</b>        | “ Be helpful, generous and thoughtful towards yourself and others. ”                     |