



Job Description

Job Title:	Playworker
Location:	HMP Dovegate
Hours:	21 hours per week
Salary:	£13,879.32 per annum (Optional Pension Scheme available)

About POPS

POPS is a Charity set up to support the loved ones of those in prison and on community sentence. The Charity was founded by prisoners' families in 1988, we currently provide Family Support services in 16 prisons across the Northwest England, Bristol, Leicester, Yorkshire and Staffordshire.

POPS is contracted by Serco to deliver the family & relationship support service at HMP Dovegate

POPS values diversity. We welcome and encourage job applications from people from diverse backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic candidates.

Purpose of the Post

Working as part of POPS' staff team the purpose of the post is to ensure that children visiting enjoy a wide range of play activities during prison visit sessions and family day events. The post holder will oversee play area within the prison visit room hall, providing a range of play activities for 2-5 yr olds, in addition, the post holder will prepare a range of tabletop activities for older children to engage in with the person they are visiting their loved one.

Accountability: POPS' Family Service Manager

Main Tasks

- Work on a shift pattern rota basis, which includes weekends, evenings and bank holidays
- Operate within Safeguarding POPS and Prison Safeguarding policy and practices
- Develop and implement a programme of varied play activities, considering the needs and ages of the children visiting the prison.
- Ensure all activities consider neuro divergent conditions and other additional needs of children
- Create and maintain a welcoming environment for children
- Prepare and ensure age-appropriate play activities are available on all prison visit sessions, additional family days and special visit events.
- Ensure that all play activities are set out prior to commencement of all visits
- Supervise visit hall play area during all visits
- Maintain hygiene of equipment through regular cleaning
- Maintain documented records where required
- Cover other areas of POPS' service delivery if required.



- Comply with POPS and Prison policies and procedures.
- Undertake mandatory training and additional CPD activities when required
- Carry out additional relevant tasks as assigned by line manager.



Person Specification

The following are the minimum essential criteria, which will be used to assess your application form. Please ensure that you cover the criteria in your answers, including all your experience, both paid and unpaid.

Criteria	Description	Value
QUALIFICATION	Maths and English GCSE Level C or above.	Essential
	Play Work qualifications or equivalent experience	Essential
	Safeguarding qualifications	Desirable
EXPERIENCE & KNOWLEDGE	Experience of working in a play work environment	Essential
	Experience of initiating, planning, and developing areas of work.	Essential
	Experience of leading play work activities	Essential
	Experience of working in a team	Essential
	Experience of using own initiative to work with limited supervision.	Essential
	Working knowledge and experience of Safeguarding practices	Essential
	Experience of working in the Criminal Justice System	Desirable
SKILLS AND ABILITIES	Ability to communicate effectively with children and adults	Essential
	Excellent organisational skills	Essential
	Ability to adapt activities to accommodate neuro divergent and/or physical needs and cultural diversity	Essential
	Must be numerate and Literate	Essential
	Computer literate and able to use a range of Microsoft packages	Essential



WORK RELATED CIRCUMSTANCES	Pass enhanced DBS and prison vetting/clearance	Essential
	Work on shift rota basis including weekend, evenings and Bank Holidays	Essential
	Uphold POPS ethos	Essential
	Comply with POPS' dress code policy	Essential
	Promote equality and diversity and challenge discrimination	Essential
PERSONAL QUALITIES	Friendly and approachable	Essential
	Self-motivated	Essential
	Confident communicator	Essential
	Non-Judgmental	Essential
	Adaptable and flexible	Essential
	Willing to embrace change	Essential
	Compassionate and understanding	Essential