**SWAPA x Hackney Young Voices Summer Residency**

**Job Description – 16-19 year old Volunteers**

SWAPA x Summer Residencies 2022 is a series of workshops for YP 13-16 years olds. We are looking for 10 volunteers, aged 16-19 to help run the workshops alongside our resident professionals and gain valuable work experience (eg. Experience in an area of interest, data gathering, project management, playwork, mentoring young people).

The workshops will be across four areas:

Art and Entrepreneurship Residency: Exploring the heritage and local impact that SWAPA has had on the local community over its 45 years and using these ideas to create products to fundraise for the playground (eg. Develop artwork to be printed on t-shirts). The products will be sold at the end of summer exhibition and through online platforms.

Music Residency: teaching basic production, podcasting and sound recording skills in our newly completed music studio housed in a half shipping container at SWAPA, with music showcased at the end of summer exhibition

Skateboarding Residency: promoting health and wellbeing through dedicated access to our mini ramp and instructors to demonstrate the basics. Half of the sessions will be girls only to encourage their participation (currently underrepresented in the sport)

SEN Art Residency: sensory play therapy activities targeted at SEN children

Volunteers who engage fully in their roles throughout the program will be presented with certificates of accomplishment at the end of the Summer.

Time commitment:

12-6pm at SWAPA 2 days a week for the 4 weeks in August. Specific days will depend on which specialism you will be focused on and will be discussed nearer the time.

Summer exhibition: Friday August 26th

PRIMARY VOLUNTEER FUNCTION

The volunteers are part of a team of permanent and casual staff employed to:

• Provide opportunities for and enable quality play experiences

• Encourage and enable children of differing abilities to play

• Intervene appropriately and sensitively to the needs and abilities of children

 DUTIES AND RESPONSIBILITIES

Specific duties are as follows:

1. To support the Tutor in designing and facilitating the 2-hour workshop sessions
2. To help gather participant registrations and input data into the relevant monitoring forms
3. Wraparound time (outside of workshop) to be used for supporting the Tutor in planning/organising the workshops and as relevant, the day to day needs of the playground (eg. Playwork)
4. To encourage an inviting and stimulating inclusive environment which meets the needs of all the children who use it, and to enable those children to obtain the full benefit of the facilities available, both within the playground and within the wider community.
5. To work towards establishing positive relationships with children, recognising your role in supporting children and young people, and maintaining professional boundaries.
6. To keep the site and building in a safe, clean and tidy condition.
7. To be alert to and act on concerns regarding any children’s safety, health and wellbeing, acting in accordance with safeguarding procedures and child protection legislation.
8. To conduct yourself in a manner compatible with an organisation that works with children, promoting equalities and equal opportunities in all aspects.
9. To undertake other reasonable tasks as directed by your manager(s).

PERSONAL SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It will be used in the short-listing and interview process for this post.

The following qualities and experience are essential:

1. Numeracy, literacy and communication skills, including the ability to use IT systems.
2. Understanding of children and young people’s differing needs and abilities.
3. Ability to work with children face to face in a playful environment.
4. Ability to work in a small team; adaptable and self-disciplined in an informal working environment.
5. Be welcoming and approachable to children, young people, parents and other visitors, and to work in partnership with local community
6. Commitment to SWAPA’s policies, especially Equal Opportunities, Health and Safety and safeguarding. Safeguarding in particular is a very high priority in our organisation.