**SWAPA x Hackney Young Voices Summer Residency**

**Job Description – Project Manager**

SWAPA is a much loved adventure playground in the heart of the community and has been welcoming 6-16 year olds to play in this inspiring and continually changing space for over 45 years!

This Summer, along with our open session, we want to bring in more opportunities for our older users by running creative workshops for 13-16 year olds in art and entrepreneurship, music production, skateboarding and sensory play. We will do this with the help of resident tutors and young volunteers but we are missing an important piece.

We are looking for a creative project manager to help us pull off our ambitious program, working with the playground manager and tutors to make this project a real success. Could it be you?

Time commitment:

One day/week (8 hours) starting July 18th - August 29th (7 weeks)

Hours may need to be flexible/spread out over the course of the week

Attend Summer exhibition (8 hours): Friday August 26th

Pay rate £12/hour

Please send your CV to helloswapa@swapa.org.uk

DUTIES AND RESPONSIBILITIES

The specific duties of the Project Manager are as follows:

1. Organise the schedule of tutors, volunteers (working with Stoke Newington School) and ensure workshops run smoothly
2. Update the swapa.co.uk/calendar with workshop timings and descriptions
3. Regular check ins with the Senior Playworker and the Tutors on how the workshops are going, respond to any requests
4. Work with Play/Space and Hackney Young Voices to promote the workshops on their website
5. Advertise the program by printing and putting up posters locally at schools and targeted cafes/shops, spreading the word through local community groups eg. Make Space for Girls
6. Ensure monitoring and evaluation is completed by young volunteers
7. To conduct yourself in a manner compatible with an organisation that works with children, promoting equalities and equal opportunities in all aspects.
8. To undertake other reasonable tasks as directed by your manager.

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 in a small team; adaptable and self-disciplined in an informal working environment.
4. Be welcoming and approachable to children, young people, parents and other visitors, and to work in partnership with local community
5. Commitment to SWAPA’s policies, especially Equal Opportunities, Health and Safety and safeguarding. Safeguarding in particular is a very high priority in our organisation.