








## **JOB DESCRIPTION: Field Coordinator @ Wickham**

***“Community Childcare Centres is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents, students and volunteers to share this commitment”***

*Accountable to:* **GROUP MANAGER / CEO & BUSINESS MANAGER**

Working in partnership with the setting Leadership teams, the Field Coordinator will form an integral part of the company team. Our children and their families deserve the very best childcare service, and we foster a ‘Can Do’ attitude in our people who role model positive dispositions within their teams. This enables Growing Places to be at the forefront of good practice emulated throughout the company.

The Field Coordinator will be expected to:

-  Be a role model and advocate for the ethos and culture of Growing Places, positively contributing to the delivery of the shared vision and philosophy of the setting/company.
-  Be passionate, driven and highly motivated in providing a first-class service
-  Organise high quality outdoor provision at the field
-  Be an effective communicator and be committed to working at the highest standards
-  Be positive, enthusiastic and passionate about outdoor opportunities
-  Work effectively with others to ensure that the best possible opportunities are available
-  Ensure all company standards and policies/procedures are adhered to






Growing Places’ Field Coordinator will be highly self-motivated, demonstrating their passion and enthusiasm in driving this project forward. He/she is responsible for maintaining the safety and security of the site premises and promoting opportunities for outdoor activities at the field, both in liaison with setting Leadership teams, Play Leaders and with external community groups.

### **Key responsibilities:**

**To have a flexible approach to working in the setting and to ensure all responsibilities are completed to the highest standards.**


### **EFFECTIVE COMMUNICATION**

To build relationships and strong communication links within the local community, to promote opportunities available at the field:

-  Initiate and sustain an effective 2-way sharing of information with local community groups, to understand how the field could support needs
-  To liaise with the Growing Places’ Leadership teams to promote outdoor activity opportunities at the field, with our Growing Places’ families
-  To liaise directly with Business Manager or Group Manager should there are any queries / issues
-  To develop a programme of events, for Growing Places settings and families to partake in, with the Outdoor Lead
-  Demonstrate skill and creativity and use of initiative in developing this site

### **MARKETING & EVENT-MANAGEMENT**

To ensure sustainability of the field:

-  To effectively promoting / advertising / marketing the site with local community groups and other potential site users, who then subsequently book the site

- To develop a programme of potential opportunities for external groups to book, in liaison with local community groups and other potential site users
- To promote the site, both internally and externally, through social media, company website and bespoke publicity materials
- To ensure the income of the setting allows the future sustainability of the site, including the Field Coordinator salary

### **ADMINISTRATION RESPONSIBILITIES**

To provide an efficient and effective administrative role, including managing all bookings:

- to effectively manage all initial enquiries and booking processes via CONNECT, or other system
- to ensure efficient administration of the site, including effective financial controls (including invoicing, chasing debtors, reviewing occupancy levels and staff costs),
- day-to-day administration (e.g. registers, form-filling)
- updating family, site user(s) or agency contact details as appropriate

### **HEALTH & SAFETY RESPONSIBILITIES**

To maintain excellent standards of cleanliness and hygiene in the stables, yurt and other facilities at the field site, including:

- to maintain excellent standards of cleanliness and hygiene in the setting
- to liaise directly with Business Manager or Group Manager should work need to be undertaken at the field
- to maintain the safety and security of the site (including opening and closing procedures for the site)
- to promote safe working practices and ensure compliance with all health & safety legislation in accordance with Company policies / procedures

### **PERSONAL PROFESSIONAL DEVELOPMENT RESPONSIBILITIES**

- To attend meetings and training sessions as appropriate or identified by manager, including staff reflection meetings and staff training days.
- To keep up-to-date with new legislation/initiatives in early years and researching best practice to share with all team members
- To be responsible for enhancing your personal and professional continuous development (including training/ coaching/workshops/setting based training/mentoring)

### **OTHER**

- Report to CEO on a regular basis, using appropriate forms, for weekly updates and/or progress on site
- To comply with company regulations regarding the use of mobile phones, smoking and the use of prohibited equipment (cameras) whilst on duty.
- To adhere to Company policies and procedures, Vision, Ethos and Mission statements. It is the responsibility of the post-holder to make him/herself aware of all of these.

Positive, professional attitude for all responsibilities and any company developments

Any other duties as maybe deemed suitable to the post, as agreed with the Business Manager and within the context of the contract of employment. Priorities are likely to vary from time to time.