



## **JOB DESCRIPTION**

<b>Job Title:</b>	Facilitator – Nature Themed Birthday Parties for Children
<b>Hours:</b>	Zero hours
<b>Salary:</b>	£75 per party
<b>Location:</b>	Sydenham Garden Resource Centre, 28a Wynnell Road, London SE23 2LW
<b>Responsible to:</b>	Business & Premises Manager

### **About Us**

Sydenham Garden is a charity that aims to help people recover from mental illness and other significant illnesses through an inclusive and welcoming environment that offers a range of therapeutic creative activities.

We provide a variety of focused projects through weekly sessions which support individuals to engage with each other, the environment around them and the wider community, whilst enabling them to improve their physical and mental wellbeing, quality of life and opportunities for social interaction.

For more information about Sydenham Garden and the work that we do please visit our website [www.sydenhamgarden.org.uk](http://www.sydenhamgarden.org.uk)

One way in which we raise funding to continue our work is by hiring out our premises, principally at weekends but occasionally on weekday evenings. As part of this fundraising stream we are planning to facilitate nature themed birthday parties for children at weekends based at our Resource Centre which is situated within self contained gardens and nature reserve.

## **Job Summary**

We are looking for enthusiastic and dedicated facilitators to host nature themed birthday parties for upto 20 children aged between 4 – 10 years old at weekends. All parties will take place outside except in the event of exceptionally heavy rain or high winds.

Parties will be 3 hours long which we envisage will include a treasure hunt, craft activities and outdoor party games (up to 2 hours) which families will choose from a list prior to the party. In addition, there will be a chance to try natural fire lighting, make a toasting fork and toast some marshmallows if appropriate / requested. The final 45 minutes will be set aside for food and drinks etc which the families will be required to bring along with plates, cutlery etc. Families will be responsible for leaving the site tidy and taking any rubbish etc with them at the end of the party.

Parents will be encouraged to stay and join in with activities (led by the facilitator) and the person booking the party must ensure there are at least 5 adults in attendance.

Sydenham Garden will provide all activity resources and manage all party bookings. One of our Booking Hosts will open the Resource Centre before parties and return to lock up afterwards.

## **Main duties and responsibilities**

- Assist Business & Premises Manager in preparing party plan, activity options.
- Liaise with the Business & Premises Manager re: proposed activities, resources & materials required.
- Arrive in good time to prepare / set up party prior to arrival of families.
- Welcome families to Sydenham Garden, activities to start 15 mins after arrival time.
- Lead all activities during the party (with assistance from parents attending).
- The facilitator will be responsible for all Health & Safety matters (including first aid, evacuation in the event of a fire etc) during the party and report any issues including accidents, first aid administered etc arising from the parties to the Business & Premises Manager and provide general feedback as required.
- Ensure site is left tidy and that families take all rubbish etc with them at the end of the party
- Ensure the site is not left unattended during party and await booking host who will lock up after the party has finished.

## PERSON SPECIFICATION

### JOB TITLE: Facilitator – Nature Themed Birthday Parties for Children

#### Note to candidates

You should describe how you meet these criteria in the 'Supporting Information' section of the application form, giving examples where possible.

Only candidates who can clearly demonstrate how they meet these criteria will be offered an interview.

Category	Post Requirements	
	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"><li>• Level 3 Forest School qualification (or currently working towards qualification) or equivalent outdoor learning qualification</li><li>• Paediatric first aid certificate</li></ul>	<ul style="list-style-type: none"><li>• Emergency first aid at work certificate</li><li>• Food hygiene certificate</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Minimum of three years experience facilitating children's parties</li><li>• Experience of working with children aged 4 – 10 years old.</li></ul>	<ul style="list-style-type: none"><li>• Working with children who have SEN or a disability</li><li>• Working with children in a nature-based setting</li></ul>
<b>Skills, Knowledge &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Able to work diligently and on own initiative</li><li>• Possess good communication skills</li><li>• Able to follow Health &amp; Safety procedures including Risk Assessments</li></ul>	