

COMMUNITY PLAYLINK

Registered Charity: 1098324

Supporting Parents with Early Education and Development.



Job Description for Assistant Toy Librarian

Post: Assistant Toy Librarian
Salary: £7.50 per hour
Hours: 5 – 8hrs
Length of contract: 29th January 2018 – 31st December 2019, initially for one year. Any extension will only result in successful ongoing funding.
Accountable to: Rob Iliffe/ the Trustee Board

Place of work

The post holder will be based at 4th Floor, Duke's Keep, 1 Marsh Lane, Southampton, SO14 3EX (CPL office) but aspects of the post will cover the city-wide area of Southampton. The hours will be based on a set working pattern but may be changed as determined by the needs of the service and/or the funder.

Purpose of the Post

To work as part of a team and operating Toy Library sessions offering free loans to children aged 0 - 12 years with their parents/carers and professional workers.

Specific Duties

1. To assist with the running of our Toy Library service operating across Southampton. Includes sorting, cleaning, maintenance and stock rotation.
2. To assist with administrative tasks e.g. To keep up to date accurate records and the use of Junior Librarian IT system. (Support and training on Junior Librarian provided).
3. To assist with publicity and promotion of Toy Libraries and Community Playlink services and events.
4. To ensure all policies and procedures are adhered to.
5. To participate in occasional events, e.g. Community Fundays and fundraising events.
6. To attend appropriate meetings, events and training as directed by the Trustees.
7. At the request of the Trustees to undertake any other duties which are considered to be within the remit of this post.

Letter of Application including CV by Monday 12th January 2018 to:

The Trustees, Community Playlink, 4th Floor, Duke's Keep, 1 Marsh Lane, Southampton, SO14 3EX.



COMMUNITY PLAYLINK

Who we are, what we do and how it works.

Who we are: Community Playlink is a registered charity operating FREE Toy Libraries and supporting Toddler Groups in Southampton.

What we do - The Charity's Objects are:

1. To advance the education of children and their carers, by providing or assisting in the provision of facilities and activities for individuals and group play in which parents, guardians and carers can participate when appropriate;
2. To advance the education of parents and carers in the better care and upbringing of children;
3. To promote the preservation and protection of the health and well-being of such children, their carers and expectant parents.

Community Playlink produces regular information to promote its services and there are planned fundraising events that staff and volunteers can take part in. We work in partnership with many other organisations to further the aims, objectives and service delivery relying on funding from grants, individuals and activities

How it works: The Toy Library works like a book library; you borrow two items per child for two weeks and return them within the stated time. Loans are FREE. However, items lost, damaged or not returned may have to be paid for.

Anyone living in Southampton who has responsibility for 0-12-year olds, including parents, carers, professionals, and groups, including Toddler groups, can register to borrow toys, sports and play equipment. All the toys, sports and play equipment at the Toy Libraries reflect and promote positive images of the multicultural society in which we live. Pre-Schools and nurseries are also supported through Toy Loaning Schemes.