



Stay and Play Group Facilitator



Marsden Community Trust is seeking an experienced, confident and organised person to run a weekly group for parents, carers, babies and pre-school children in the main hall at Marsden Mechanics between 9.30am – 11.30am on a Monday to start at the end of August 2025.

We are looking for someone to welcome parents/carers and young children to the sessions and provide a series of activities to build confidence and social skills in the children and a supportive environment for parents, and to build on the group's current levels.

We would like to develop a small group of volunteers to assist with the sessions.

These sessions do not run on bank holidays, but will usually run through the school holidays.

Tasks include:

- To set up and pack away furniture, materials and equipment for each session
- To devise a set of relaxed and enjoyable drop-in activities for parents and children to explore together – these could include singing, games, art and craft, baking etc
- To arrange for the purchase of materials and equipment as needed and to record any expenditure incurred on behalf of the group, liaising with the building co-ordinator
- To arrange for visiting speakers and other activities to meet the needs of the group as it develops
- To set up and clear refreshments as part of each session in the kitchen area
- To work within health and safety guidelines and safeguarding provisions of our community building
- To collect cash & card payments from group members; to maintain a register and to hand over to the building co-ordinator at the end of each session.

Skills

Essential

- Ideas and experience of organising fun activities for young children
- Sensitivity, empathy and listening skills
- Understanding of how to signpost parents towards relevant services that they might need
- Understanding of how to set up a safe environment for the group

Desirable

- Childcare qualifications
- Experience of running participatory community groups
- Experience of being a parent
- Full DBS certificate (though we can arrange as needed)
- Experience of managing and accounting for a small budget to cover equipment and materials. There will be support from the building co-ordinator.
- First aid certificate (we can arrange this if required).

The fee available will be calculated at the living wage foundation rate of £12.60 per hour to cover session preparation and set up/putting away of furniture and equipment - a total of up to 3 hours per week.

This is on a self-employed basis – you would be responsible for paying your own tax and national insurance. Payable on invoice in arrears.

Please send a CV and covering letter with subject line “Stay and Play group” to info@marsdenmechanics.co.uk, or post in an envelope into Marsden Mechanics' letterbox, FAO Felicity.

Closing date Friday 10th July 2025