



Brighton Women's Centre  
22 Richmond Place  
Brighton, BN2 9NA

## Role Description

### ToyBox Volunteer Play Worker

**Responsible to:** ToyBox Manager, Volunteer Services Manager and BWC Director

**Responsible for:** Supporting children in our Ofsted-registered Pre-School. We ask volunteers to commit to one session of at least 5 hours per week (8:45am – 2:45pm) on a Tuesday, Wednesday or Thursday during term times only.

### Duties and responsibilities:

ToyBox offers a free flow learning environment which includes messy play, painting, block play, dressing up and home corner, sand and water activities, music, singing, puzzles, stories and mark making in small groups of up to 8 children at once. We promote the development of first-hand learning experiences, and as part of this we visit the nearby Level playground each day in all weathers. We welcome all families in Brighton and Hove.

BWC is committed to equality of opportunity to its workers and users and in its provision of services. It is the responsibility of each and every worker to ensure the implementation of its equal opportunities policy.

Under the Health & Safety at Work Act all volunteers are required to both take care of their own safety and that of other volunteers, centre users and employees and to cooperate with BWC in complying with statutory duties.

Teamwork is vital to the success and professional standard of the centre and all volunteers are encouraged to take an active part in regular meetings and contribute to the general development of the centre. This may also include taking responsibility for specific areas of work.

Volunteers are offered supervision in groups and support through the end of session de-brief with the ToyBox manager.

Strict adherence to confidentiality, particularly in respect of personal details and background of workers, clients and children is required of all workers.

1. To support ToyBox staff in providing a caring, secure environment for children aged 0-5 using the service.
2. To plan and take part in play and leisure activities with children.
3. To assist ToyBox staff in daily excursions.
4. To work with children individually and in groups.
5. To have a particular interest in working with children who may be in need of additional support due to experiences of multiple disadvantage or trauma in their home environment.



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6. To attend sessions at the correct time.
7. To abide by the organisation's policies and procedures including the Adult and Child Safeguarding policies.
8. To welcome parents, visitors and centre users to the building.
9. To ensure that all confidential information is kept secure, including passwords and access codes.
10. To attend supervision and review sessions, training programmes, volunteer meetings.
11. To liaise with other BWC volunteers and employees and form constructive working relationships. To give and receive appropriate feedback to colleagues.
12. To remain up to date with BWC information, policies and procedures, and ensure that you work according to these.
13. To be able to work in a non-judgemental way.
14. To carry out administrative functions necessary to support the smooth running of the pre-school.
15. To ensure that the pre-school environment is kept hygienic and safe for child service users.
16. To provide accurate and up to date information on request.
17. To advise the ToyBox Manager/Volunteer Services Manager ASAP if you are unable to attend your shift, where possible giving minimum 24 hours' notice.
18. To undertake any other appropriate tasks requested by the Centre.

To apply please complete an application form and return it to:  
[emmawalsh@womenscentre.org.uk](mailto:emmawalsh@womenscentre.org.uk)

If you have difficulties completing this form, contact us on 01273 698036 Ext 3.