



Teddy Bear Hospital Coordinator £250 per week (20 hours) Kids' City

If you've got what it takes to organise fun and games for bears, and children aged 3-11, then we want to hear from you. We're looking for outstanding individuals with a passion for play to become **Centre Managers** for Kids' City.

We're a playful bunch at Kids' City

Between 3pm and 6pm we manage to pack in loads of playful activities with children aged 3-11. Our **Centre Managers** organise an outstanding experience from start to finish, every day, and see that everyone has so much fun that Mums and Dads complain that their children don't want to leave.

And the point is...

In inner city areas where we work, children need spaces to play and friends to play with. We take over areas of schools and turn them into little cities for kids (hence our name). Find out what we get up to and why - look at our annual report and other info on our website www.kidscity.org.uk.

Joining our team

To become a **Centre Manager** you need a playful personality, lots of energy, and a level 4 or higher qualification in any relevant area (see list at the end). You will have had two years in a deputy or management position – not necessarily with children. If you're made of the right stuffing, we want you!

It's not *just* for fun

It's also for £12.50 an hour for 20 hours a week, (15 with children, 5 in prep and admin) plus paid holidays. And you can choose to work term times only or all year round. An iPhone and uniform is provided, as is continuous professional development and six free social events a year (teddy bears' picnic optional), and your own children aged 3-11 can join in the fun at highly subsidised rates.

What does a Centre Manager do?

They manage a team of staff and volunteers to:

- Plan and deliver fun activities for children
- Provide children with a healthy snack
- Replenish and maintain materials and equipment
- Ensure that children are safe and happy during their visit
- Build relationships with families and schools, and market the provision
- Meet 'Outstanding' or 'Good' Ofsted standards in all areas of service

- Work with colleagues in Finance, Human Resources , Operations and Training teams to get the best outcomes for children and staff.
- Collect and bank fees, and report on attendance
- Manage a budget

Centre Managers also help develop the charity by sharing ideas.

Top teddies....

While you help build children's futures we'll help you build your own. Recent employees have gone on to start their own childcare businesses, become Playwork trainers and assessors, social workers and a manager of a children's home.

Our current Centre Managers came with qualifications in....

Playwork, Health and Social Care, adventure leadership, childcare, nursing*, Sports management*, arts management*, teaching, activity management, retail management*, office management* , hospitality and leisure management* , uniformed sectors*, faith groups. In fact, if you have a playful manner and management experience, from almost any background, you can be in our crew.

**additional training provided*

Hands up if you want to play!

Thanks, hands down now! Please fill in the application form, found on our website, and whiz it over to us.

Bear talk

If you want to talk to the head bear, you may be taking this too literally.....to speak to a human about this role please call Jackie or Garry on 020 8683 9606.

CLOSING DATE 22nd March - INTERVIEW DATES 23rd/25th March 2010