Downham Market Town Council

Job Description and Person Specification

Gingerbread Saturday Facilitator

1. Job Details

Job Title: Gingerbread Saturday Facilitator
Employer: Downham Market Town Council
Location: The Clock Room, Downham Market Town Hall, Bridge Street, Downham Market, Norfolk, PE38 9DW
Contract: Fixed-term casual employment
Programme: January to December 2027
Working Pattern: One Saturday per month
Working Hours: 9.30am–12.30pm (3 hours per session)
Activity Delivery: 10.00am–12.00pm
Total Hours: 36 hours across the 12-month programme + paid training opportunities.
Pay: National Living Wage applicable to workers aged 21 and over, at the rate in force at the time of employment.
Sick Pay: Statutory Sick Pay (SSP), subject to eligibility and statutory requirements.

2. Purpose of the Role

Downham Market Town Council is delivering a programme of 12 free monthly family activity sessions, known as Gingerbread Saturdays, throughout 2027.

The sessions aim to provide enjoyable, inclusive and accessible activities for children and families, while encouraging families to visit and spend time in Downham Market town centre.

The successful applicant will be responsible for delivering the pre-planned activities, engaging with children and their families, and ensuring sessions are safe, welcoming and enjoyable for everyone attending.

The Town Council will be responsible for planning the programme and providing the necessary equipment, materials and ingredients. The facilitator will be responsible for delivering the activities during each session.

3. Programme and Themes

One session will take place each month, on a Saturday, from 10.00am to 12.00pm.

The proposed monthly themes are:

- **January:** Winter Wonderland
- **February:** Valentine's Gingerbread
- **March:** Spring & Easter
- **April:** Nature & New Beginnings

- **May:** Gingerbread Garden
- **June:** Summer Fun
- **July:** Music & Movement
- **August:** Cooking & Baking
- **September:** Autumn Adventures
- **October:** Halloween
- **November:** Festival of Light
- **December:** Christmas Gingerbread Wonderland

Activities may include gingerbread decorating, arts and crafts, simple baking, storytelling, music and movement, seasonal activities and cultural celebrations. Some sessions may include outdoor activities, such as Easter egg hunts or nature trails.

The programme and individual activities will be planned by the Town Council in advance.

4. Main Duties and Responsibilities

The Gingerbread Saturday Facilitator will be expected to:

Activity Delivery

- Deliver the monthly activities in accordance with the programme and theme agreed with the Town Council.
- Lead and encourage children and families to participate in activities.
- Create a friendly, welcoming and inclusive environment.
- Adapt activities, where reasonably possible, to accommodate different ages, abilities and additional needs, including children with special educational needs and disabilities (SEND).
- Ensure activities are suitable, engaging and appropriate for the age range attending.

Preparation and Clear-up

- Attend each session at 9.30am to allow time for preparation and set-up.
- Ensure the activity area is ready before families arrive at 10.00am.
- Check that materials and equipment are suitable and safe to use.
- Clear away equipment and materials after each session.
- Leave the Clock Room clean, tidy and ready for its next use.
- Take reasonable care of all equipment and materials supplied by the Town Council.

Supervision and Safe Delivery

- Maintain an appropriate level of supervision throughout the session.
- Ensure the facilitator-to-child ratio does not exceed 1:10.
- Work cooperatively with any Town Council representatives, DBS-checked councillors and volunteers supporting the sessions.
- Follow all relevant Town Council policies and procedures.
- Take reasonable steps to ensure activities and equipment are used safely.
- Follow appropriate food hygiene and food safety procedures when handling or preparing food.
- Report any damage, hazards or safety concerns promptly.

5. Safeguarding Responsibilities

The safety and wellbeing of children and families attending the sessions is a priority.

The Town Clerk has overall responsibility for safeguarding on behalf of the Town Council but will not be present at the sessions.

The facilitator will therefore be expected to:

- Follow the Town Council's safeguarding policy and procedures at all times.
- Maintain appropriate professional boundaries when working with children and families.
- Remain alert to any signs of concern regarding a child's safety or wellbeing.
- Report any safeguarding concerns immediately to the Town Clerk, following the Council's reporting procedure.
- Record relevant information accurately and factually.
- Maintain confidentiality and only share information with the appropriate people in accordance with Council procedures.

Any urgent safeguarding concern must be reported immediately and must not be left until the end-of-session report is completed.

6. First Aid and Emergencies

A Town Council Caretaker will be on site during the sessions and will provide first aid cover.

The facilitator will be expected to:

- Familiarise themselves with the emergency arrangements for the building.
- Inform the Caretaker promptly if first aid assistance is required.

- Report all accidents, injuries and incidents in accordance with Town Council procedures.
- Take appropriate action in an emergency and contact the emergency services where necessary.

7. Post-Session Reporting

The facilitator must complete a written report following every session and submit it to the Town Council.

The report should include:

- The date and theme of the session.
- Attendance numbers.
- A brief summary of the activities delivered.
- Feedback or observations about how the session went.
- Any accidents, injuries or incidents.
- Any safeguarding concerns or issues raised.
- Any problems with equipment, materials or the venue.
- Suggestions or recommendations for future sessions.

Any urgent matters, incidents or safeguarding concerns must be reported to the appropriate person immediately and must not wait until the written report is submitted.

8. Training and Qualifications

The Town Council will arrange and pay for mandatory training required for the role.

This will include:

- **Food Hygiene Certificate:** The successful applicant will be required to complete a Food Hygiene Certificate. The Town Council will arrange and fund this training.
- **Safeguarding Training:** The successful applicant will be required to undertake any safeguarding training considered necessary by the Town Council.
- **Additional Training:** Any other training identified as necessary for the safe and effective delivery of the programme will be arranged and paid for by the Town Council.

All mandatory training time will be paid.

9. Employment Checks and Requirements

Any offer of employment will be subject to:

- A satisfactory Enhanced DBS check, including a Children's Barred List check where the role is legally eligible.
- Satisfactory references.
- Confirmation of the right to work in the UK.
- Agreement to comply with the Town Council's relevant policies and procedures.

10. Availability and Commitment

The successful applicant must be available to work all 12 scheduled Saturday sessions between January and December 2027.

Each session will require attendance from 9.30am until 12.30pm to allow for preparation, delivery and clear-up.

The dates will be confirmed by the Town Council in advance. Applicants should only apply if they can commit to the full programme.

Any unavoidable absence must be reported to the Town Council as soon as possible.

11. Person Specification

Essential Requirements

- Experience of working with children and/or delivering activities for children and families.
- Confidence in leading and facilitating group activities.
- A friendly, approachable and patient manner.
- Ability to communicate effectively with children and adults.
- Ability to encourage participation and create an inclusive environment.
- Good organisational skills and the ability to prepare and clear away activities.
- Reliability, punctuality and the ability to work independently.
- An understanding of the importance of safeguarding children.
- Willingness to undertake mandatory training, including Food Hygiene and safeguarding training.
- Ability to complete a written report following each session.
- Availability for all 12 Saturday sessions in 2027.

Desirable Requirements

- Experience of arts and crafts, baking or other children's activity sessions.
- Experience of working with children with SEND or additional needs.

- A Food Hygiene Certificate (or willingness to obtain one through the training provided).
- Previous experience of working in a community, educational or family-focused setting.
- Knowledge of basic health and safety requirements when working with children.

12. Accountability and Support

The facilitator will be employed by Downham Market Town Council and will be accountable to the Town Clerk or their nominated representative.

The Town Council will:

- Plan and coordinate the programme.
- Provide the equipment, materials and ingredients required for the activities.
- Arrange and pay for mandatory training.
- Provide information about relevant Council policies and procedures.
- Arrange for the Caretaker to be on site to provide first aid cover.
- Provide support and guidance regarding the delivery of the programme.

The facilitator will be responsible for the successful delivery of the activities during each session and for completing the required post-session report.