



Job Title	Toy Library Coordinator
Responsible To	Senior Management Team
Salary	£8.72 per hour
Hours	<b>Fixed Term Position for 18 months</b> 10 hours per week to be worked flexibly *Please note, a rota will be agreed in advance and the majority of these hours must be worked within the setting during the hours of 9am and 6pm.

## **Job Summary**

The Toy Library Coordinator will work under the direction of the Senior Management Team and be responsible for the full running of the new Unique Kidz and Co Toy Library for children with disabilities and additional needs including managing all bookings, deliveries and administration.

## **Job Description**

### Management of the Toy Library

- To manage the full delivery of the Toy Library and ensure that the service is running to a high standard
- To create, manage and control the booking system for the toy library
- To coordinate, deliver and collect all Toy Library items across the local area
- To ensure all equipment has instructions and risk assessments, including labelling and information sheets for lenders
- To learn and understand how to use each piece of equipment and share any knowledge with the lenders
- To be responsible for the cleaning of all items on their return ensuring that a high standard of cleanliness is kept
- To monitor and track all usage of the Toy Library updating any necessary paperwork as required
- To continually review, monitor and improve the service as it grows

### Promotion of the service

Unique Kidz and Co, Woodhill Lane, Morecambe, LA4 4NW  
 Registered Charity Number: 1131652  
 Registered Company Number: 06820293

- To promote the Toy Library service across the local area to families, nurseries, schools, agencies etc.
- To list all the Toy Library items online including taking photographs and uploading information
- To manage, alongside Senior Management, the social media for the Toy Library including uploading posts and replying to enquiries

#### Stock Control

- To organise all the Toy Library stock making sure that it is stored safely and that stock levels are monitored
- To be responsible for ordering items including any replacement parts
- To ensure that all relevant stock is safe, PAT tested and in a good condition to be used

#### Monitoring

- To work to the outcomes as set by the grant funders
- To collect feedback from users for monitoring purposes
- To complete any monitoring relating to the Toy Library as necessary including collating case studies, quotes and statistics

#### Other

- To implement the charity's Policies and Procedures at all times including the Safeguarding Policy
- Such other duties or responsibilities as may reasonably be required

This position is funded by BBC Children in Need.

This job description will be reviewed regularly in light of changing service requirements and any such changes will be discussed with the post holder.

## **Person Specification: Toy Library Coordinator**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 2 Safeguarding Children and Young People or the willingness to attend training</li> <li>• Full UK Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 or higher in Childcare, Health and Social Care or equivalent</li> <li>• Training in First Aid, MiDAS, Moving and Handling, Food Hygiene, Administration of Medication, Epilepsy Awareness</li> <li>• Training in specialist sensory equipment</li> </ul>	Application Form
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working in a team</li> <li>• Experience of providing good customer service</li> <li>• Good knowledge of the needs of people with a disability</li> <li>• Knowledge and understanding of Risk Assessments and Health and Safety</li> <li>• Knowledge and understanding of the importance of play</li> <li>• Knowledge and understanding of sensory toys and their impact on children with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with parents, carers and external professionals and agencies</li> <li>• Knowledge of the local and wider community</li> <li>• Experience of completing grant monitoring</li> <li>• Experience of running social media channels</li> <li>• Knowledge of using specialist sensory equipment</li> </ul>	Application Form / Interview
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication, interpersonal and writing skills</li> <li>• Excellent computer skills</li> <li>• Excellent customer service skills</li> <li>• Ability to manage petty cash and budgets</li> <li>• Ability to work autonomously</li> <li>• Ability to complete all necessary paperwork for monitoring purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Makaton</li> <li>• Specialist skills and interests that would be of benefit to the service</li> </ul>	Application Form / Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Friendly, positive and professional manner</li> <li>• Enthusiasm</li> <li>• Team player</li> <li>• Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity</li> </ul>	Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Evident passion for the charity and its services</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Unique Kidz and Co and the services it provides</li> </ul>	Interview