



Dalmuir Park
Housing Association

Your Future Our Future



Playworker (Temporary)

Recruitment Pack

Welcome from our Chief Executive



Dear Candidate,

Thank you for your interest in the temporary Playworker post at Dalmuir Park Housing Association.

We are an ambitious, community-based housing association operating in the heart of the Dalmuir community.

Our culture and values define us as an organisation. We put people first, and with our focus on health and well-being, we are a successful, high-performing, creative, customer-focused organisation, with strong leadership.

In 2024 we launched a new vibrant 5-year Business Plan, which sets out our strategic goals, objectives and strategies, and places our organisation at the heart of the community.

By joining our colleague team, you will have an opportunity to make a positive difference to the lives of people in our community whilst working with like-minded people who are doing great things to deliver our Mission: Your future is our future, and our Vision: Creating a vibrant Dalmuir.

We want to attract talented people who share our vision and values to come and work for us. We would like you to consider being part of our team if you are someone:

- who puts people first,
- who thrives on working for a great organisation,
- who is ambitious and wants to flourish, and
- who is positive and committed to overcoming challenges and improving the outcomes for our customers.

We place a high value on our colleagues and the successful candidate will have access to a variety of exciting opportunities at Dalmuir Park to advance both personally and professionally. We also have a great range of family and people centered policies which helps to make working at Dalmuir Park a positive and rewarding experience.

I hope this application pack will inspire you to consider joining our team and being part of an organisation that puts people first.

Thank you for your interest and we look forward to hearing from you.

Anne Marie Brown

About Us

Dalmuir Park is a community Housing Association based in the heart of the Dalmuir area, West Dunbartonshire. We currently own and manage 690 homes across the local area including 2 sheltered housing complexes. We are also a registered property factor and provide factoring services to 154 owners.

Our talented organisation, made up of approximately 35 team members, is split across the areas of Customer Services, Finance & Corporate Services, Sheltered Housing and Out-of-School Care. As such, we have 3 main workplace locations including our office in the historic Beardmore House.

We hold a strong track record in creating positive relationships with our customers and our local community but we have ambitions plans to develop as an organisation. In order to continue providing high quality services which exceed expectations, we are encouraging our people to embrace technology, challenge the status quo and be innovative in their roles.

Our office and other locations are ideally situated on the western side of Glasgow, only a short drive from the Erskine Bridge. We have excellent public transport links to all our locations in being positioned along the main bus route and a short walk from Dalmuir train station.



Values



CUSTOMER FOCUSED - Empowering our people and customers to fulfil their potential. Customers are at the centre of our business decision-making process.



COMMITTED - Taking responsibility for our decisions and actions. We always do what needs to be done and we think carefully about every penny we spend.



COMMUNITY BASED - Understanding the needs and aspirations of others and mindful of our impact on people, communities, and the environment in everything that we do.



Why Join Us?

We are proud to be an Investors in People Gold status employer, underlying our commitment to placing our people at the heart of everything we do. As an employer of choice in our local community, there is no better time to be joining DPHA as we continue to thrive with our five-year business plan of growth and evolution.

One of our strategic objectives between 2024-29 is to “invest in our people to develop their talents and raise our performance”. We are ready to invest in individuals who are willing, ready to learn and hold a passion for what they do. We want energy and enthusiasm to help elevate DPHA and in return, we believe we can offer you a development journey worth consideration.

The successful candidate will join an experienced team of people, many of whom have developed their career with DPHA across several years.



People Benefits

Our workplace culture is built upon a foundation of employee health wellbeing. Ensuring that everyone at DPHA achieves a healthy work-life balance has been crucial to our success in recent times and we are committed to maintaining that. Whilst we consider this to be a vital benefit of joining us, some others perks are listed as follows:

- Health and Wellbeing Initiatives
- Social and Community Events
- Learning and Development Culture
- Counselling Service
- Family Friendly Policies
- Professional Membership Fees
- Enhanced Annual Leave



Role Details

Salary: Scottish Living Wage: £12.60 as of April 2025

Contract: Temporary for 6 months (absence cover)

Hours: 16 hours per week

The Role

- Your core place of work will be at Dalmuir Out of School Care Group (DOSCG), based at Dalmuir CE Centre, Duntocher Rd, Clydebank G81 4RQ.
- Annual leave entitlement of 8 weeks (pro-rata) split between 32 annual leave days and 8 public holiday days.

The Team

- You will join our DOSCG team and be line managed by our Care Services Manager.

The Rest

- All appointments are subject to satisfactory reference checks, PVG / Disclosure Scotland check.



JOB DESCRIPTION



Role Details

Job Title:	Play Worker	Service Area:	Dalmuir Out of School Care Group (DOSCG)
Based:	Dalmuir CE Centre	Report to:	Project Co-ordinator/Care Manager
Grade:	£12.60 (at April 2025)	Date Completed:	November 2025

Role Summary:

DOSCG provides a service for children attending school between the ages of 4 and 12 (or to the summer prior to the children going to high school) that includes a school escort service during term time; collecting children from three local schools; Clydemuir Primary, Our Lady of Loretto Primary and St Stephen's Primary. In addition, there is a playscheme during school holiday periods and in-service days, providing a range of activities to meet the development needs of the children.

Reporting to the Project Co-Ordinator, the role will provide a safe and stimulating environment for all the children. The Sessional Playworker will implement planned activities and evaluate sessions, delivering a variety of stimulating play activities which will aid the social, intellectual, emotional and physical development of children.

The Sessional Playworker will be able to communicate with children using a variety of basic communication methods, understanding the needs of 5 to 14-year-olds.

The Sessional Playworker will ensure that all Dalmuir Out of School Care policies and DPHA procedures are adhered to in providing a high quality play/care service at all times.

This post is subject to PVG check together with registering with Scottish Social Service Code of Practise (SSSC).

Role Responsibilities

School Escorting

- Ensure children are safely escorted to and from school and recording the child's name in the daily register on arrival at DOSCG.

Facilitating play; inside and outdoor activities

- Set out playrooms that are safe and encourage play and fun.
- Be creative in delivering outdoor play.
- Responsible for ensuring play materials are properly used by the children and stored correctly.
- Ensure the playrooms are left clean and tidy, ready for the next day.

Playscheme

- To assist in the planning of summer playscheme programme.
- To supervise children on trips and outings.

Recording of Information

- To report and record Safeguarding information (child protection disclosures)
- To update and review care plans for children and update medication records
- Complete children's individual risk assessment risk assessments

Health and Safety

- Follow and update escorting risk assessments.
- To support children with medication.
- Work to a high standard of tidiness and cleanliness in the interest of hygiene.
- Follow and update playroom risk assessments
- Follow and update a child's individual risk assessments.
- To follow fire evacuation procedures.
- Ensuring all chemicals are used and stored safely according to COSHH. regulations and ensure Data sheets obtained.
- To record and report any incidents and accidents.
- Responsibility for weekly health and safety checks.

Other

- Participate in regular performance review and team meetings.
- Always ensure confidentiality.
- Ensure all information and data is recorded, processed, or produced in line with: GDPR, DPHA's policy and procedures and any regulatory requirements, within agreed timescales.
- Comply with the Health and Safety policy and procedures.
- Demonstrate flexibility and a willingness to respond to the dynamic and changing needs of the organisation.
- Participation in fundraising, promotional, marketing and community events relating to DPHA's work, acting as an ambassador for the organisation.
- Attend and participate in relevant training courses when required.
- Any other duties as may be reasonably requested by the Care Services Manager

PERSON SPECIFICATION



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QUALIFICATIONS

	Essential	Desirable
Educated to secondary school level	✓	
SVQ 2/3 Play work or equivalent		✓
Current Child Safeguarding qualification		✓
Current First Aid qualification		✓
Current Food Hygiene certificate		✓

EXPERIENCE/KNOWLEDGE

	Essential	Desirable
Experience in a similar role	✓	
Good listening and communicating skills.	✓	
Ability to work well in a team, and on your own.	✓	
Being responsible for young children in a childcare or other setting	✓	
Basic computer skills (reporting and email)	✓	
Dealing with sensitive information discreetly and confidentially	✓	
Take appropriate action and report any disclosures that puts a child at risk	✓	
Excellent interpersonal skills with a keenness to learn		✓
Respect individuals needs regardless of background, skills, attitudes, and experiences		✓
Knowledge of Scottish Social Service Codes of practise principles (SSSC)	✓	
Health and Social Care Standards my support my life principles	✓	

Awareness of Getting It Right for Every Child model of care (GIFFEC)	✓	
Prepare and take part in Care Inspection visits		✓

How to Apply

To apply for this opportunity, please submit your CV and a covering letter detailing how you meet the essential criteria for the role to recruitment@dpha.org.uk

The closing date for applications is 12pm on Monday 24 November 2025

Following this, shortlisted candidates will be contacted and invited to attend a face-to-face interview with the panel, consisting of our Care Services Manager and DOSCG Admin Support.

It is anticipated that interviews for the role will be held on 05 December 2025.

Thank you and good luck with your application.



Equality, Diversity and Inclusion

We are committed to building a diverse and inclusive workforce that reflects the community we serve. As an equal opportunities employer, we welcome applications from all individuals, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We are proud to promote fairness, dignity, and respect for all. Should you require reasonable adjustments to submit your application, or at any stage of the recruitment process, please do not hesitate to contact us at recruitment@dpha.org.uk or call us on 0141 952 2447.

Equalities Monitoring Form - Strictly Confidential

As per the Equality Act 2021, DPHA is committed to equal opportunities in employment, regardless of: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion or belief, sex and sexual orientation.

We would therefore ask you to please complete the following questionnaire to help us ensure that we are reaching all sections of the community, and to check the effectiveness of our recruitment practices.

All information will be treated in the strictest confidence, in line with requirement of Data Protection Act 2018, and will not affect your application.

POSITION	Playworker (Temporary Role)
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1. Gender: Which of the following most accurately describes you?

- | | |
|--|--|
| ☐ Female | ☐ Male |
| ☐ Transgender | ☐ Intersex |
| ☐ Prefer not to say | ☐ My gender is not represented here. I would describe my gender as: |

2. Sexual Orientation: Which of the following most accurately describes you?

- | | | | |
|------------------------------------|--|---------------------------------------|--|
| ☐ Bi-sexual | ☐ Gay / Lesbian | ☐ Heterosexual | ☐ Prefer not to say |
| ☐ Other | ☐ Please specify: _____ | | |

3. Do you consider yourself to have a disability / special needs? ☐ Yes ☐ No

If yes, please describe your disability / special needs below (e.g. visual, speech hearing). This will help us to facilitate any needs or requirements you may have.

4. Age: Please indicate your age group

☐ 16-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55 and over

5. Ethnic Origin: Which of the following most accurately describes you? Select one option only:

A White	B Mixed	C Asian or Asian British	D Black or Black British	E Chinese or other ethnic Group
☐ Scottish	☐ Any mixed background	☐ Indian	☐ Caribbean	☐ Chinese
☐ English	☐ Arab, Arab Scottish	☐ Pakistani	☐ African	☐ Any other please state below:
☐ Welsh	☐ Mixed or multiple Ethnic Background	☐ Bangladeshi	☐ Other Black	
☐ Irish		☐ Other Asian		☐ Any other Asian background
☐ Gypsy / Traveller	☐ Any other group			
☐ Polish				
☐ Other White				
		☐ Prefer not to say		

6. Religion

☐ Atheist or none	☐ Christian: Church of Scotland	☐ Christian: Roman Catholic	☐ Other Christian
☐ Baha'i	☐ Buddhist	☐ Hindu	☐ Humanist
☐ Jewish	☐ Muslim	☐ Pagan	☐ Sikh
☐ Prefer not to say			

My religion or belief is not represented here. This is how I would describe my religion or belief (please give brief details below):

7. Where did you see this post advertised?

☐ S1 Jobs ☐ EVH Bulletin ☐ EVH Website ☐ myjobscotland

☐ Word of Mouth ☐ Internal Notice ☐ Other

If other, please specify: _____