



Walthamstow Toy Library and Play Centre
Comely Bank Community Clinic
46 Ravenswood Road
London E17 9LY

Tel: 020 8509 3401
Registered Charity Number: 1178098

**Toy Librarian for our mobile Play Around Project
15 hours a week, for 6 months**

We are a London Living Wage employer, £10.75p/h
Closing Date: Monday 28th September

We will be asking candidates to come in for an interview as and when we receive CVs and covering letters. If you have a disability and are unable to come in, please contact us to make alternative arrangements.

Are you passionate about learning through play? Do you enjoy working with young children and their carers? Are you interested in how toys can aid learning and development? Do you want to make a difference in the community? Then we have the job for you!

Walthamstow Toy Library and Play Centre (WTL&PC) are looking for a Toy Librarian to join our team and take the lead on our exciting pilot project 'Play Around'. Play Around has been funded by Waltham Forest Council's ward funding and is a mobile toy library with a difference! We are using a cargo bike (Omnium <https://omniumcargo.dk>) to deliver a range of toys and equipment to Wood Street Ward families.

A bit about us

Walthamstow Toy Library and Play Centre (WTL&PC) provides a stimulating and creative learning environment for babies and children under the age of five. With a wide variety of activities and equipment designed to engage and challenge, we provide an ideal start to their learning and development.

Established over 40 years ago, the Toy Library provides daily play sessions throughout the week based around a rolling schedule and monthly themes. We also run several educational projects both at the Toy Library and in the local community and have a variety of toys and equipment available for loaning.

As a charity, the governance of the centre and staff is overseen by a Board of Trustees, all of whom are volunteers and members of the organisation. The Toy Library receives no core or statutory funding; our income is derived from grants,

membership, entrance and toy loaning fees, fundraising activities and venue and party hire. Our staff are central to the operation and development of the centre and its services to the local community.

Main tasks and responsibilities:

- Liaise with families/nurseries in the Wood Street Ward – finding out which toys they would like to borrow;
- Organise delivery and collection of returned toys;
- Update the database with membership details using Microsoft Access; and handle daily takings, when necessary.
- Welcome new members and continue to build relationships with existing members;
- Work as a team with volunteers, work experience students, Trustees and other staff members;
- Ensure the Toy Library's resources and are well organised and maintained;
- Regularly clean and service the cargo bike so that it is fit for use;
- Work in accordance with and adhere to the settings policies and centre's objectives i.e. health and safety, child protection and equal opportunities policy and WTL&PC Business Plan;
- Ensure activities are COVID-19 secure.

Working hours and sessions:

The mobile toy library project is for 15 hours a week. Hours are flexible, but need to fit in with local nurseries.

Essential Criteria

- Be active, hands on and energetic
- Good verbal communications skills
- Experience with children/families in a paid or voluntary role
- Good PC literacy; Microsoft Access, Word and Excel
- Evidence of safeguarding practice.

Desirable Criteria

- Knowledge of the Early Years and children's learning and development
- Evidence of anti-discriminatory practice
- An up-to-date First Aid Certificate
- Experience of working in a parent/toddler group or similar organisation
- Ability and confidence to ride a bike (including a cargo bike); have awareness of road safety and the highway code; and a willingness to undertake a cycle confident course and bike maintenance course.

Contact

Please send your CV and covering letter telling us why you are the right candidate for this job to:

Helen Crockford, Director
E17toylibrarymanager@gmail.com

Walthamstow Toy Library and Play Centre
Comely Bank Community Clinic
46 Ravenswood Road
Walthamstow, E17 9LY

If you like to have a chat, call 020 8509 3401. If there's no answer, leave a message and Helen will get back to you.

We are an equal opportunities employer
The successful applicant will be DBS checked