



Candidate Information Pack: Tots 'n' Teenies Play Assistant. (Part-time, session)

Thank you for your interest in the role of Tots 'n' Teenies Play Assistant at Harmony Community Trust (HCT) based at Glebe House. We are seeking to appoint an assistant to work under the supervision of a playgroup co-ordinator on a sessional basis for 2.5 hours per week when the programme is running.

Harmony Community Trust is committed to the principles of appointments based on merit. Independent assessment, openness and transparency are integral parts of our process and HCT is committed to providing equality of opportunity for all individuals. All reasonable adjustments will be made to accommodate the needs of applicants with a disability.

If you would like to speak to someone in connection with any aspect of the process or if you require an application pack in a different format, such large print, audio etc. please email us at judith@glebehouseni.org. We look forward to receiving your completed application.

The contents of this pack are:

Section 1: Overview of Harmony Community Trust

Section 2: Job description for role of Tots 'n' Teenies play assistant.

Section 3: Person Specification for Play Assistant role

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Section 1: Overview of Harmony Community Trust

Our purpose

Since 1975 Harmony Community Trust (HCT) has been promoting social inclusion and positive community relations. We are a registered charity, working with children, young people and adults to contribute to a peaceful, fair, inclusive society that respects diversity; a society that values each person's humanity, dignity, aspirations and needs; one in which people challenge sectarian, national, ethnic or social stereotypes, and challenge disadvantage, marginalisation and exclusion; a society in which each person can be an agent of positive change in their own life and the lives of others.

Our focus

Harmony Community Trust is based at Glebe House, in an Area of Outstanding Natural Beauty by the shore of Strangford Lough at Kilclief in County Down. From here we provide a shared, safe environment where people of all ages can come together to work, play, develop relationships and have fun.

Through our programmes and activities, we work to:

- overcome the barriers put up by poverty, disadvantage, social exclusion, isolation and divisions in society;
- improve health and physical well-being and
- learn through creative and artistic activities, talks and discussion and experiencing our exceptional rural environment.

While our roots are in peacebuilding, our organisation has evolved to meet the changing needs of rural communities. Today, Glebe House is developing as a Green Community Hub—a place where people, nature and heritage come together to improve wellbeing, reduce rural isolation and strengthen community resilience.

Our core values

Since its inception, Harmony Community Trust has been guided by a set of core values:

- respect
- equality
- diversity
- inclusiveness
- health and wellbeing



- cooperation
- trust
- friendship
- voluntary service
- fun.

The Trust gives expression to these values in its dealings with all stakeholders: the adults, young people and children who come to Glebe House; volunteers; employees of the Trust; partner organisations; visiting groups and individuals, and the local community of Kilclief, the Lecale area and more widely in Down and Ards. We place a particular emphasis on the safeguarding of children and expect all our staff and volunteers to adhere to these principles.

HCT's core activities are to:

- provide a shared, safe space that is welcoming and which supports and challenges the people who use it;
- develop and run its own personal development and good relations programmes with adults, young people and children;
- develop and deliver activities and learning opportunities that help build participants' confidence, resilience, wellbeing and self-esteem;
- provide opportunities to other organisations and groups to run programmes and activities using Glebe House facilities and resources, as well as those in the local area;
- promote cross-community programmes and projects concerning local history and environmental understanding, respect and sustainability, as part of our common natural and cultural heritage;
- address problems of rural isolation and
- afford opportunities for effective voluntary service.

Section 2: Job description, Tots 'n' Teenies Play Assistant

Organisation: Harmony Community Trust (HCT)

Project title: Tots and Teenies

Job title: Play Assistant, (Part-time, Sessional)

Location: Glebe House, Kilclief

Job role

Purpose: to provide safe, stimulating group play, to provide for the needs of the whole child. Specifically:

1. provide safe, stimulating group play to meet the physical, imaginative, emotional and social needs of each child;
2. help set up and put away equipment for each session;
3. ensure good quality care within the group;
4. ensure the children are supervised at all times;
5. ensure a good, happy atmosphere at sessions;
6. take time to listen and respond to children and encourage them to develop;
7. provide a warm welcome to the children and carers at each session.

Terms and Conditions

The post is part-time on a sessional basis. The programme is designed to be flexible to meet the needs of carers with children in the locality. It will usually run for 1 hour 30 minutes on a Thursday and has usually not run over the summer months.

Hourly Rate is £15.

Staff will need to attend relevant courses (First Aid, Safeguarding Level 2 and Food Hygiene Level 2).

Person Specification for the Play Assistant

Necessary conditions for this role

- (1) The successful candidate must be entitled to reside and work in the UK.
- (2) As the role involves contact with children and their carers, the successful candidate must complete an Access NI 'Enhanced' check.

Qualifications and experience	Holds at least NVQ2 or equivalent in early years or childcare.
Values, behaviours and standards, including Safeguarding	Shares and promotes the values, aims and objectives of Glebe House/HCT, working within the ethos of the Trust and promoting positive good relations, social development and volunteering. Can evidence the ability to ensure that proper standards are maintained in accordance with the Policies and Procedures of Glebe House / HCT, in particular the Safeguarding and Health & Safety Policies.
Communication and engagement	Can evidence the ability to communicate effectively both verbally and in writing, varying the style of communication to meet the needs and preferences of a diverse range of stakeholders.
Other	Is willing to work flexible hours when needed and is willing to undertake any of the tasks associated with running the project.

Section 4: Application and Selection Process

4.1 Completed application forms should be emailed to judith@glebehouseni.org

As this is a part-time sessional position there is no deadline for applications and interviews will be arranged for suitable candidates as quickly as possible.

The time of receipt of applications will be formally recorded and acknowledged.

CVs, letters, or any other supplementary material in place of, or in addition to, completed application forms will not be accepted.

In completing the application form you must use Arial Font Size 12. The layout of the application form should not be changed or altered in any way. Any attempt to alter the form may render your application invalid.

Applicants invited to interview will not be eligible for reimbursement of travelling expenses.

4.2 Following submission

All applications will be anonymised prior to review by the selection panel to determine those applicants suitable for interview.

Applicants will be informed of the outcome following the sift stage.

Applicants deemed suitable will be invited to attend an interview and assessed against the person specification (approx. 40 minutes).

4.3 Selection panel and interview

The panel will consist of three persons and will be chaired by the Chair of Harmony Community Trust.

Following the interview, applicants whom the selection panel assess as not deemed suitable for appointment will be advised of the panel's decision once all interviews are complete.

The successful candidate will be contacted for an interview early October 2026.

Please note that successful candidates will be expected to complete an Access NI Disclosure Certificate application form to enable a Enhanced Clearance check to be carried out (further information on Access NI and Disclosure Certificates can be



found at www.accessni.gov.uk). As this can take a number of weeks the candidate may be appointed subject to a satisfactory completion of the Enhanced Clearance check.

4.4 Feedback

Harmony Community Trust is committed to ensuring that the process used is fair and transparent. Feedback requests should be directed to the Chair of the Interview Panel, who will be responsible for providing feedback in respect of decisions taken at sift stage as well as at interview.

All requests for feedback are welcome and can be made at any stage of the competition.

4.5 Privacy notice

Harmony Community Trust is fully committed to complying with the terms and principles of the Data Protection Act 2018 (the Act) which came into force on 23 May 2018.

4.6 Other Information

You will be asked at interview stage to declare if you have been convicted of a criminal offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders Act 1974, subject of any legal, criminal or statutory investigations or actions.

Annex A: Competence-Based Interviews

Competence-based selection is currently the most common method of making appointments in Northern Ireland. What this means is that the onus is on you to provide evidence of workplace or personal performance which demonstrates that you can perform to the specified standard.

Under each of the person specification headings in the application form you will be asked to provide specific and relevant examples of past actions and behaviour which illustrate how you meet the requirements of the role.

It's not just what you have done – but also how you did it. You can use examples from your working life or your personal life including any private, voluntary or community work you are or have been involved in.

It is not sufficient to simply list the various posts that you have held. Assumptions will not be made from the title of your post or the nature of your organisation as to the experience, qualities and skills gained.

You should structure your responses by setting a context for your examples, explain what you were trying to achieve, describe what you actually did and why, indicating your own individual contribution, and outline the outcome or results.

The following model may help you structure your examples and express them in a logical manner:

Challenge: Describe a specific example(s) that relates to the competence. Use actual examples, rather than 'how you would do something'.

Context: Explain the context or background to the example. Who else was involved? What were the particular circumstances etc.? (e.g. colleagues, clients, shrinking budget, low morale).

Action: Outline the specific actions you took to meet the challenge and how you behaved. If your example includes activities undertaken by a team, focus on your unique role and not that of the team as a whole. Avoid statements that describe your personal beliefs or philosophies.

Result: Describe the outcome that you achieved.