

Workplan template sample

Post: Children's Project Worker

	Objectives	Indicators of success	Comments
Quarter one (Sept - Nov)	<ul style="list-style-type: none"> Safeguarding training updated Recruit young people to project Plan session times after consultation with young people Create flyers for the project Work with Project Assistant to deliver two sessions a month 	<ul style="list-style-type: none"> Training certificate At least 10 engaged Agree times and book venue Designed and printed Two sessions completed with evaluation written 	Safeguardng training completed. 9 YP have joined, but we have had interest from 3 more through flyers. The venue has been booked and two sessions were delivered in Oct and Nov, only one in Sept due to recruitment delay.
Quarter two (Dec - Feb)			
Quarter three (Mar - May)			
Quarter four (Jun - Aug)	<ul style="list-style-type: none"> Evaluation of project Run consultation on duplicating project in next village 		

Commented [K1]: Indicators of success: This is how you will know if the objective has been met.

Commented [K2]: Comments: This is for the project worker to complete before a quarterly review. You could also add comments from the line manager here as a record. This will be very useful for performance management.

Commented [K3]: Safeguarding training: Child facing posts need to have completed safeguarding training before they do any direct work.

Commented [K5]: Agree targets that are realistic.

Commented [K4]: Try to be specific with your objectives; it makes it easier to both complete and track them. Where possible, make them SMART: Specific, Measurable, Agreed, Realistic, Time-bound

Commented [K6]: Make sure you include an evaluation at the end of the year, specifying what role the post will have in evaluation.

Signed:

Date:

Signed by Line Manager:

Date:

Commented [K7]: The workplan is signed by both the worker and the line manager as they need to agree it together, in line with the job description for the role.