

St Werburghs Community Association is delighted to offer 3 placements under the Kickstart Scheme

Centre Assistants

1 – Communications & Outreach Focus

1 – Finance Focus

1 – Facilities & Maintenance Focus

Hours: 25 per week – with up to 10 hours on the focus area

Shifts: Monday - Friday: Day time between 8.30am & 5pm, Evening between 4.30pm & 10pm

Weekend - Day time between 8.30am & 4pm, Evening between 3.30pm & 10pm (sometimes later)

Pay: £8.91 per hour (National Living Wage)

Benefits include: Employability Support, Access to training and learning opportunities, Mentoring

To be eligible you must be aged 16-24, be in receipt of Universal Credit

And not have completed another Kickstart placement

We need people interested in all aspects of running a busy community centre, and who are happy to work outside of 'normal' office hours, when required. They will be working on a rota across our operating hours with two other Centre Assistants, in a diverse staff team to provide a welcoming and inclusive environment for all our users, helping with the day to day running of the Centre.

We are looking for individuals keen to learn and gain meaningful work experience.

Key Tasks:

Dealing with all Centre users in a welcoming and friendly manner, being the first point of contact during some shifts, and introducing new people and/or groups to the Centre.

Helping office staff with general office duties including photocopying and data entry.

Setting up and taking down rooms for our users – organising furniture and other equipment.

Preparing refreshments for user groups. Some cleaning may be needed.

To act as a key holder and be responsible for the security of the premises during evening duty hours.

Application Deadline: Friday 21st May 2021

Interviews to be held: week beginning 24th May 2021

To start ASAP – early June 2021

PLEASE NOTE – WE DO NOT ACCEPT CV'S

YOU MUST BE REFERRED TO US BY DWP – please ask at your local Job Centre

Once referred, to apply download the Application Pack from our website: www.stwerburghs.org.uk
e-mail Alison Saunders, Finance & HR Manager if you have any questions: alison@stwerburghs.org.uk

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