

Round Chapel Old School Rooms: Clapton Park URC

Families Project Assistant

JOB DESCRIPTION

Job Title:	Project Assistant – Families Project
Responsible to:	Project Coordinator – Families Project
Salary:	£26,000 pro rata
Hours:	9 hours per week term time only (4hrs on a Monday 11:00-15:00, 5hrs on a Wednesday 8.30 – 13.30)
Contract duration:	Current funding for this role ends in 2026. The role may extend beyond this date pending further funding

Job Purpose

The Project Assistant will support the Families Project Coordinator in the delivery of two activities per week during term time helping to deliver engaging activities in a welcoming non-judgemental environment for children under 5 and their grown ups.

Duties of the Job

Support the delivery of the co-designed Wellbeing Club sessions on a Monday and the weekly Wednesday Stay and Play

1. Taking the lead in setting up the space for the activities.
2. Talking to parents, carers and children and making them feel welcome in the space
3. Working with the project coordinator to support volunteers and make sure they know what to do
4. Staffing (and supporting volunteers to staff) the Stay and Play, sign-in table, taking the register of participants and collecting donations using cash and izettle machine, serving tea and coffees, making snacks, sensory play area, tidying up and getting the tables out for lunch.
5. Clearing up when the activity ends
6. Debriefing with project coordinator
7. Contributing ideas and delivering activities at the sessions including the playgroup craft table and themed weeks.
8. Contributing ideas for lunch menus
9. Preparing/ or supporting preparation of lunch on Monday sessions

Working as part of the team at the Round Chapel Old School Rooms

1. To attend team meetings, Away Days/training days and other activities as well as willing to get involved in other events as part of the wider community work.
2. Support the team in all aspects relating to supporting the organisation's wider vision of building a stronger community.

Person Specification

Personal Qualities

The Project Assistant (Families Project) must display the following qualities and experience:

1. Able to work as part of a team of staff and volunteers
2. People focussed.
3. Good interpersonal skills.
4. Able to work collaboratively
5. Ability to be friendly and welcoming.
6. Able and willing to relate to a diverse range of people.
7. Trustworthy, reliable, punctual and organised.
8. Good listening skills
9. Enthusiastic and adaptable
10. Ability to prioritise and use initiative.
11. Good attention to detail and an organised approach.
12. Must be sympathetic to the values of the Christian faith, in its diverse understanding and expression at the Round Chapel, Old School Rooms/Clapton Park URC.

Specific Skills

Essential:

1. Experience of working with parents and families
2. Experience of working in a team
3. Able to cook a simple meal for 20 – 30 people

Desirable:

1. Experience of delivering activities to young families
2. Experience of delivering community events and activities
3. Experience of working for a small community organisation

Terms and conditions

1. Salary: Pro rata of £26,000 p.a. Annual leave: 21 days p.a. plus public holidays. Pro rata. All holidays must be taken during non-working weeks.
2. This appointment is subject to satisfactory completion of a 6 month probationary period.
3. Satisfactory completion of the process of the Disclosure and Barring Service is essential for this post.