



Job Description`

(Fixed Term Contract to end of July 2023)

NEW CLOSING DATE!

EMPLOYER: St Francis at the Engine Room

JOB TITLE: ACCELERATE Assistant

RESPONSIBLE TO: ACCELERATE Coordinator

RESPONSIBLE FOR: N/A

MAIN WORK BASE: Engine Room, Eagle Heights, Lebus Street, Hale Village, N17 9FU

HOURS: Part -time, 3 hours per week Tuesdays 4.00pm – 7.00pm
TERM TIME ONLY

SALARY: £13.00 per hour

Job summary

Background

St Francis at The Engine Room has been in existence since 2013 in temporary accommodation and has become a valuable community resource offering church services and community activities in and around the Engine Room. Investment has been made to create a new church, community centre, nurse school and café complex in Hale Village which opened in October 2017. A Church Community Worker has been a key member of the team at the Engine Room since inception, and we are now looking to appoint ready for September 2018

Hale Village is a growing, vibrant community in the heart of Tottenham Hale that is currently undergoing significant re-development and which will see further changes in the next few years as more building and community development is completed. The Engine Room plays an active role in, serving and helping to build a stronger more cohesive and integrated community across the diverse, multi-ethnic demographic of the area. An area which includes a mix of students, lower income families and individuals and more affluent younger professionals.

Purpose

The ACCELERATE homework club is funded by Argent LLP and has been supporting local children since 2020. The Club caters for children from Years 6, 7, 8 and 9 and enables them to receive professional educational support, whilst also enjoying a positive social environment in which to meet and mix. The programme is an integrated part of The Engine Room's community provision which is funded from a range of sources.

Principal Duties and Accountabilities of the role

- Helping prepare food and set up the Club
- To be able to create a good rapport with the young people and offer simple homework help where needed
- Lead and engage students in fun activities/games
- Taking the register and keeping records
- Helping in tidying up and clearing of the space
- The post holder may be required to undertake any other duties that are commensurate with the role.

Note: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

Person Specification

Attribute/Skill	Essential	Desirable
Experience, knowledge, training and qualifications	<ul style="list-style-type: none"> • Experience and passion for working with children and young people • Interpersonal skills, with energy and enthusiasm • Proven ability to work effectively as part of a team • Role requires enhanced DBS 	<ul style="list-style-type: none"> • Experience of working with children, families and young people
Skills/abilities	<ul style="list-style-type: none"> • Have good communication skills in spoken English. • A confident communicator • A reliable person • Have an understanding of safeguarding and of the requirements of such a role 	<ul style="list-style-type: none"> • Creative arts • Educational qualifications

To Apply

Please send a CV and covering letter by email explaining how you meet the Person Specification to:

Lucetta Deane, Accelerate Coordinator, St Francis at The Engine Room

lucetta.deane@engineerroom.org.uk

Closing Date for applications

Friday 6th May 2022 5.00pm