

# Activities Assistant (Summer 2024)



## Activities Assistant (Summer 2024)

Hours: 18 hours per week (including regular Saturdays)

Salary: £11.44 p/h

Duration: until 25 September, extendible dependent on funding

Responsible to: Operations and Hubs Manager, Projects Assistant

Base: Unit 18, Charlton Centre, Dover.

### Job Description

- To create and deliver Hub based and external activities that meet the stated and assessed needs of our local communities.
- To create an environment at Dover Big Local that enables equal access to services and to the hubs and challenges discriminatory or offensive behaviour and language.
- To ensure that Dover Big Local is a warm and welcoming environment for all demographics and all individuals
- To ensure that Dover Big Local serves the community by engaging people, making sure they have the opportunity to contribute and be heard.
- To make sure that the local community is able to see that their views have been heard and acted on wherever possible.
- To effectively and positively engage as many people as possible in the use of, development of and running of Dover Big Local.
- To support people using the services towards independence.
- To signpost to other local services and organisations wherever appropriate.
- To foster good partnership relationships with our partners, potential partners and other local groups and individuals.
- To complete all planning, preparation and evaluation paperwork as required
- Any other duties as appropriate to fulfil Dover Big Local's remit.

### Person Specification

- Ability to work as part of a team or individually
- Willing to complete an enhanced DBS check (this position involves working with children and vulnerable adults)
- Proof or Right to Work in the UK will be required
- Experience of working with children and families and/or vulnerable groups
- Understanding of legal requirements and good practice in planning for groups
- Flexibility in working times and location will be required, including access to own transport if needed

**The deadline is 9am Monday 1<sup>st</sup> July 2024**

Please send a CV and covering letter (Max 1 side A4) to [manager@doverbiglocal.org](mailto:manager@doverbiglocal.org)