



Job Description

Role title	Children, Youth & Community Bank Worker
About Us	<p>Spring Community Hub exists to ensure that no one in our community goes hungry. But we don't just provide food – we work alongside people to help them escape poverty, build confidence, and find community.</p> <p>We offer a range of support including advice and advocacy services (employment, immigration), youth clubs, holiday activities, women's groups, a clothing bank, and food-related services such as a food bank, social supermarket, and now, our growing network of community cafés.</p> <p>Mission</p> <p>The mission of SCH is that through a 'Community Hub' and full activity programme, local people in or at risk of crisis will be supported along their journey to move on and achieve full social, economic and emotional independence to live healthy lives in a community which supports each other.</p> <p>Vision</p>

	<p>Our vision at Spring Community Hub is to tackle food insecurity and hunger before people find themselves in crisis. We want to see equality in our communities and be a vehicle for positive and lasting change in our clients so that they never need a Food Bank again.</p> <p>Values</p> <p>These are our Principles, ideals, and characteristics that define the culture, standards and aspirations of the organisation.</p> <p>An organisation that is driven by people with integrity and commitment to the cause.</p> <p>We believe in leadership, development, growth, and continual learning.</p> <p>Ensuring fairness, equity and equality.</p> <p>Creating a place of respect, kindness and dignity for all.</p> <p>A healthy environment where people have fun and can be creative.</p>
<p>Salary</p> <p>Contract</p> <p>Hours of work-</p>	<p>£13.85 Per hour</p> <p>Various Hours Bank Worker/Sessional Contract</p> <p>Across our centres in Southwark, Lewisham and Havering</p>
Main Purposes of the Job and Key Tasks	<p>Spring Community Hub is looking for enthusiastic, caring and reliable Children, Youth & Community Bank Workers to support our Holiday Activities Camps, After-school clubs and wider youth and community programmes.</p>

	<p>You'll work with children, young people and families during school holidays (Half Terms, Easter, Christmas and Summer) and, where required, during term time at our after-school clubs.</p> <p>You'll help to deliver fun, safe and engaging activities, and there may also be opportunities to support our broader youth and Community Services, such as Youth groups and Community Events, across our centres in Southwark, Lewisham and Havering.</p>
--	---

Person Specification.	Qualifications and Skills: Essential <ul style="list-style-type: none"> • Good general education (e.g. GCSEs or equivalent in English and Maths, or relevant experience) • Willingness to complete required training (e.g. safeguarding, first aid, food hygiene) Desirable <ul style="list-style-type: none"> • Level 2 or Level 3 qualification in one of the following (or equivalent): • Childcare / Early Years • Youth Work • Playwork • Teaching Assistant / Learning Support • Health & Social Care • Community Work or related field • Paediatric First Aid certificate • Food Hygiene / Food Safety certificate • Safeguarding Children and/or Safeguarding Young People training 2. Experience Essential <ul style="list-style-type: none"> • Experience of working with children, young people or families in at least one of the following areas (paid or voluntary): • Youth work or youth clubs • Playwork or holiday/after-school clubs • Community projects or community centres • Schools, education or learning support • Advice and guidance, mentoring or coaching • Counselling, pastoral or wellbeing support • Social work or family support • Experience of working as part of a team in a busy or community-focused environment Desirable <ul style="list-style-type: none"> • Experience of planning or helping to deliver group activities (e.g. games, sports, arts, creative or educational sessions) • Experience of working with families experiencing poverty, food insecurity or social challenges • Experience of working in a multi-agency or partnership context (e.g. with schools, local authorities, community organisations, faith groups)
------------------------------	---

3. Skills & Abilities

- Able to build positive, respectful relationships with children, young people, parents/carers, staff and volunteers
- Good communication skills, both face-to-face and in writing
- Able to engage children and young people in activities in a fun, safe and inclusive way
- Good organisational skills, including time management and basic record-keeping
- Able to follow procedures and work within agreed policies (e.g. safeguarding, health and safety, behaviour)

Able to work flexibly across different centres (Southwark, Lewisham, Havering) and programmes (holiday camps, after-school clubs, youth/community sessions)

IT & Systems Skills

- IT literate and confident using digital tools in day-to-day work
- Able to use:
- Google Workspace / Google Suite (e.g. Gmail, Docs, Sheets, Drive)
- Communication tools such as Slack (or willing to learn quickly)
- CRM or database systems for recording attendance, notes and outcomes (training provided)
- Project or task management tools (e.g. Trello, Asana or similar – training provided)
- Able to complete simple reports and evaluations, including inputting data, summarising feedback and updating monitoring forms

4. Personal Qualities

- Warm, approachable and child/young person-centred
- Ability to work with diverse communities
- Enthusiastic, reliable and a good team player
- Self-motivated, with a positive, can-do attitude
- Respectful and non-judgemental, with a strong commitment to equality, diversity and inclusion
- Calm and patient, especially in busy or challenging situations
- Willing to learn, reflect and develop, including taking part in training and supervision

5. Safeguarding & Compliance

- Willing and able to undergo an Enhanced DBS check
- Understanding of, or willingness to learn about, safeguarding and child protection, including how to raise concerns
- Commitment to maintaining confidentiality and professional boundaries

We are committed to safeguarding and promoting the welfare of all our young people. You are advised that this post is subject to The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020, and therefore, this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS).

Commitment to Equal Opportunities	<p>All staff, contractors, freelancers and volunteers have a legal and moral responsibility to ensure that Spring Community Hub is free from discrimination, harassment and bullying.</p> <p>We are an equal opportunities employer and we welcome applications regardless of sex, gender, and race, age, belief in any religion and none, gender identity, ethnic origin, class, sexuality, nationality, appearance, unrelated criminal activities, disability, responsibility for dependents, part-time or shift workers, being HIV positive or living with AIDS, lived experience of Significant Poverty or Inequality and any other matter which causes a person to be treated with injustice.</p> <p>We believe diversity is a strength, and our aim is to make sure that SCH reflects the communities we serve.</p> <p>SCH is consciously working towards our organisation being a place where everyone can bring out their skills and talents and make their best contribution to our mission to support our guests along their journey to move on and achieve full social, economic and emotional independence to live healthy lives in a community which supports each other.</p> <p>We know that the more perspectives, voices, and experiences we can bring to this work, the better. We particularly welcome applications from people who have lived experience of significant poverty and inequality and people from all marginalised groups, communities and backgrounds.</p>
Responsible for staff/equipment	<p>Facilitators and Sessional Volunteers</p>
Reporting to...	<p>Service Manager</p>
Why Join us / Benefits	<ul style="list-style-type: none"> • A warm, welcoming and passionate working environment. • People-focused with a friendly and supportive workplace culture • We are a London Living Wage Employer • An active commitment to equality and diversity • We offer continuing opportunities for learning, and personal and Professional development together with

	<p>regular supervision, training and support for all our staff and Volunteers.</p> <ul style="list-style-type: none"> • Generous annual leave entitlement: 33 days annual leave (including bank holidays) • Company pension scheme. • Frequent Team Away Days and Celebrations, as part of a friendly and collaborative team
How to Apply	<p>Interested candidates should first complete the application form. Then, if suitable will be invited to forward their CV and a maximum of an A4 cover letter stating what makes you suitable for the role to the Operations Manager @</p> <p>recruitment@springcommunityhub.org.uk</p> <p>Once your application has been reviewed we will contact you by phone for an initial conversation.</p> <p>Closing Date: This is on a rolling basis.</p>
Application process:	<ol style="list-style-type: none"> 1. Fill in attached application form 2. You will then be invited to submit your CV with a Supporting Statement. 3. If you are shortlisted you will be invited to a formal interview which will consist of a Panel interview which will last up to 1hr
Accessibility	<p>We want our recruitment process to be as accessible as possible. If you need us to make an adjustment or provide additional support as you apply for a role, please contact our Head of Compliance and Development</p> <p>(selina.boshorin@springcommunityhub.org.uk)</p> <p>to discuss how we can help.</p>