



## Job Description

<p><b>Role title</b></p>	<p><b>Families, Play &amp; Youth Worker (Bank / Sessional)</b></p> <p><i>Holiday Activity Clubs • Afterschool Clubs • Youth Clubs (multi-site)</i></p>
<p><b>About Us</b></p>	<p>Spring Community Hub exists to ensure that no one in our Southwark 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>Alongside our food support, we provide wraparound services including Advice &amp; Advocacy, Holiday Clubs for children, Youth Groups, a Clothing Bank and our Spring Up Women's group.</p> <p><b>Mission</b></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><b>Vision</b></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><b>Values</b></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><b>Contract, pay and working pattern:</b></p>	<ul style="list-style-type: none"> <li>● <b>Contract type:</b> Bank / Sessional (seasonal and term-time opportunities)</li> <li>● <b>Pay:</b> £14.80 per hour</li> <li>● <b>Hours:</b> Varied Shifts (set by rota)</li> <li>● <b>Locations:</b> Southwark, Lewisham and Havering - we can work with you on a preferred site, subject to operational needs and shifts available</li> </ul>
<p><b>Main Purposes of the Job and Key Tasks</b></p>	<p>We're recruiting experienced, confident workers to lead and take full responsibility for safe, inclusive and engaging play and youth sessions for children and young people across Spring Community Hub programmes. You will plan, deliver, and manage your club or session, creating a welcoming environment where children, young people, and families feel respected, supported, and able to thrive.</p>

This role is ideal for someone genuinely interested in children and young people's wellbeing, who has the confidence and experience to lead independently, understands the importance of boundaries and safeguarding, and can bring energy, structure, and creativity to sessions.

**Availability requirement.**

This is a bank role with opportunities available year-round. Shifts may include term-time sessions (after-school clubs/youth clubs) and school holiday delivery (Half Terms, Easter, Summer and Christmas).

We welcome applicants who can support either term-time, school holidays, or both. Shifts are scheduled based on operational needs and confirmed in advance

**Key Responsibilities & Person Specification.**

**Key responsibilities**

1. Lead and manage your assigned club or session from start to finish, including planning, delivery and evaluation
2. Build positive, professional relationships with children/young people and parents/carers
3. Plan and deliver structured, age-appropriate activities (games, sports, arts, creative play, group discussions, enrichment activities, trips)
4. Create and maintain a calm, safe and fun environment where everyone can participate
5. Support children and young people with additional needs to take part, adapting activities as needed
6. Manage group dynamics and behaviour confidently and consistently
7. Follow safeguarding policies and procedures at all times
8. Conduct and document risk assessments; ensure spaces are set up safely
9. Work effectively with other staff, sessional workers and volunteers, providing clear direction and support
10. Keep accurate records and documentation of sessions

**What we're looking for — Essential**

- Proven experience leading children and/or young people's activities (paid or substantial voluntary experience), such as:
  - Leading holiday clubs, after-school clubs or youth clubs
  - Teaching, coaching, youth work or community work roles
  - Playwork or childcare leadership roles
- Confidence and ability to lead sessions independently with minimal supervision
- Strong planning and organisational skills; able to structure a session from start to finish

- Strong communication skills and the ability to build rapport with children/young people and adults
- Good judgement, reliability and the ability to stay calm under pressure and manage groups confidently
- Understanding of safeguarding and commitment to following policies and procedures
- Awareness of health & safety and ability to conduct risk assessments
- Willingness to complete required training
- Able to work flexibly across different centres (Southwark, Lewisham, Havering) and programmes (holiday camps, after-school clubs, youth/community sessions)

**What we're looking for — Desirable**

- A recognised qualification (Playwork, Youth Work, Childcare, Teaching Assistant, Sports Coaching, Mentoring, SEND support, First Aid)
- Experience working with Children and Young people aged 0-18 or children with additional needs (SEND)
- Experience with trauma-informed or restorative approaches
- First Aid certification (or willingness to obtain)
- Experience managing and supporting volunteers or other staff

**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

	<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Warm, approachable and child/young person-centred</li> <li>• Ability to work with diverse communities</li> <li>• Enthusiastic, reliable and a good team player</li> <li>• Self-motivated, with a positive, can-do attitude</li> <li>• Respectful and non-judgemental, with a strong commitment to equality, diversity and inclusion</li> <li>• Calm and patient, especially in busy or challenging situations</li> <li>• Willing to learn, reflect and develop, including taking part in training and supervision</li> </ul> <p><b>Safeguarding &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Willing and able to undergo an Enhanced DBS check</li> <li>• Understanding of, or willingness to learn about, safeguarding and child protection, including how to raise concerns</li> <li>• Commitment to maintaining confidentiality and professional boundaries</li> </ul> <p>We are committed to safeguarding and promoting the welfare of children and young people. This post is subject to an <b>Enhanced DBS check</b> and safer recruitment checks.</p>
<p><b>Commitment to Equal Opportunities</b></p>	<p>We welcome applications regardless of sex, gender, race, age, religion or belief (or none), gender identity, ethnic origin, class, sexuality, nationality, appearance, unrelated criminal activities, disability, responsibility for dependents, part-time or shift work, HIV status, lived experience of significant poverty or inequality, and any other characteristic that can lead to unfair treatment.</p> <p>We believe diversity is a strength, and we aim to ensure Spring Community Hub reflects the communities we serve. We particularly welcome applications from people with lived experience of significant poverty and inequality and people from marginalised groups.</p>
<p><b>Responsible for staff/equipment</b></p>	<p>Facilitators and Sessional Volunteers</p>

<b>Reporting to...</b>	Youth Programme Manager
<b>Why Join us / Benefits</b>	<ul style="list-style-type: none"> <li>● A warm, welcoming and passionate working environment</li> <li>● London Living Wage Employer</li> <li>● People-focused, friendly and supportive culture</li> <li>● Opportunity to lead and take ownership of your own sessions</li> <li>● Ongoing learning and development opportunities, including training and supervision</li> </ul>
<b>How to Apply</b>	<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 @ <a href="mailto:recruitment@springcommunityhub.org.uk">recruitment@springcommunityhub.org.uk</a></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>
<b>Application process:</b>	<ol style="list-style-type: none"> <li>11. Fill in attached application form</li> <li>12. You will then be invited to submit your CV with a Supporting Statement.</li> <li>13. 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</li> </ol>
<b>Accessibility</b>	<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 (<a href="mailto:selina.boshorin@springcommunityhub.org.uk">selina.boshorin@springcommunityhub.org.uk</a> )</p>

	to discuss how we can help.
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