

UK Latin Community

Job Description

Position Title: Hub Leader Assistant

Work Location: Central Office and Area Hubs / Lewisham – Lambeth – Greenwich – Southwark

Department: UKLC holiday camp coordinator

Contract: Seasonal work available in school holidays (Easter, Summer and Christmas).

Pay: Based on experience and qualifications

Aim of Role

Working alongside the Hub Leader, an Assistant Hub Leader has specific responsibility for programme delivery – including activity sessions, whole camp warm-ups and weekly events. To ensure operating procedures and policies are followed, including behaviour management, recording incidents and co-managing OFSTED requirements. Child safety is our number one priority, and the welfare of children is paramount. These duties will be performed while carrying out the UK Latin Community values of Caring, Honesty, Respect, and Responsibility.

Job description

- Enforce Health and Safety regulations to ensure a safe environment
- Complete paperwork and high-risk activities in accordance with UK Latin community Codes of Practice
- Update and communicate with UKLC Holiday Camp Coordinator and Central Office on a daily/weekly basis
- Assist Hub Leader with daily tasks such as site tours, equipment checks, staff management, financial records, stock control and communicating with parents and staff
- Oversee Camp Administrator and delegate suitable tasks to ensure completion
- Liaise with parents and guardians.
- Keeping Site clean and tidy, including toilets.

Volunteer Role Requirements

WHAT WE'RE LOOKING FOR IN YOU!

- Hold or working towards a childcare, sport or teaching related degree (or relevant qualification)
- Hold or willing to attend training for a valid Paediatric First Aid Qualification
- Knowledge or experience of Child Protection, Safeguarding and Health and Safety.
- Excellent communication and interpersonal skills.
- Organised and able to follow policy and procedure.
- Flexible and adaptable team player.
- DBS check through UK Latin Community or have an existing enhanced DBS on the Update Service

Application Process

UK Latin Community CIC Company is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. All appointments are subject relevant check in line with Safer Recruitment guidelines, including, but not limited to, DBS Disclosure checks, identity checks, employment history and reference checks, and international criminal record checks where required. UK Latin Community CIC Companies House REG N. 12992683 - 372 SHOOTERS HILL ROAD, LONDON, SE18 4LS

- Complete application and confidentiality statement
- Interview with the UKLC holiday camp coordinator
- Due to the nature of this role, is subject to a DBS check.
- Provide two references
- Provide copies of any relevant certificates
- Attend mandatory training

Please complete the application form and send it by email to **info@uklatincommunity.org** with the title of the position for which you are applying in the subject line.