

TOGETHER SOUTHWARK⁺

A JOINT VENTURE BETWEEN THE
DIOCESE OF SOUTHWARK & CUF

JOB DESCRIPTION

Job Title:	Sessional Holiday Hub Coordinator - Sessional Staff Fixed term for the duration of each project
Location:	Across Lambeth
Responsible to:	Together Southwark Development Officer
Salary:	£13 per hour

The project

The project is a holiday provision project which will support churches and grassroot groups to organise holiday hubs in Lambeth for children and young people from families who often cannot afford costly play schemes or time away. The hubs will offer a healthy free lunch coupled with recreational and educational activities to give the children positive experiences in the school holidays of 2019 and 2020.

The organisation

Together Southwark is a joint venture between the Diocese of Southwark and Church Urban Fund. Together Southwark aims to promote mission, ministry and practical action to respond to human need as it relates to poverty and/or deprivation across South London and East Surrey.

Together Southwark works with local churches, community groups and voluntary organisations to assist them in their response to deprivation. In 2018 it helped create a Lambeth Holiday Hunger Steering group with Big Local North Brixton to resource the community in order to alleviate holiday hunger. Together Southwark does not take responsibility for implementing plans, but seeks to empower local people to do so.

The role

The Coordinator will work to support holiday hubs across the London Borough of Lambeth.

They will be community based, but for administrative purposes they will be able to hot desk and use equipment at a designated office.

Working Time

Projects run during school holidays, from 5-7 hours per week in the summer holiday, during Half-Term, Christmas and Easter holidays, with the flexibility to work additional paid hours, if required.

Main Accountabilities

- Coordinating the effective running and work of Holiday Hubs supported by Together Southwark within the London Borough of Lambeth
- Assisting in the set up of systems and processes to enable the smooth running of the hubs
- Working with the children and families supported by the hubs by providing key support to the hubs
- Share good practice among hubs

Project Support

- Facilitate the creation of an improved referral pathway
- Provide a first point of contact and support for all enquiries and communication into a Hub from Together Southwark colleagues, partners and residents, answering queries where possible.

Coordination of the work of holiday hubs

- Engage with families and project teams and provide advice and information appropriately
- Take responsibility for assuring accurate recording of the weekly attendance of children and young people at each hub, the number of meals offered, discussions on any challenge and actions agreed
- Take minutes of all relevant meetings
- Record regularly verbal and written feedback from children, young people, families, project teams, including Managers and volunteers, to enable us to provide effective support throughout the lifetime of the project
- Responsible for managing documents and collating data for report writing
- To be aware of children and family's circumstances and to keep up to date with developments
- To ensure all matters in respect of safeguarding children and vulnerable adults are dealt with promptly, effectively and in line with the Diocesan Safeguarding procedures.
- Produce reports

Systems and Finance

- Organise an initial meeting to discuss and agree on systems and processes, including financial, with all Hub Managers before project start
- Set up systems and protocols to collect receipts and invoices and ensure expenses are paid to the hubs in time
- Contribute to the provision of management information as required
- Ensure that Together Southwark's financial processes and systems are adhered to within each Hub, providing support and guidance as required
- Be responsible for the monitoring of the use of finances
- Undertake financial support duties as required to support the efficient organisation of meals and activities of each hub
- Undertake financial support duties as required to enable colleagues at Together Southwark to prepare monthly financial reporting
- Undertake any other tasks and support for the project as a whole and as required.

PERSON SPECIFICATION

Competency	No		Essential/ Desirable
Experience, Skills and Abilities	1.1	Experience of working under limited supervision	E
	1.2	Experience of working with churches and/or community groups	E
	1.3	Previous experience of working with children, young people and families	E
	1.4	Basic financial skills(spreadsheets literate and able to maintain accurate financial records)	E
	1.5	Previous general knowledge and understanding of situations faced by children and young people during school holidays	D
	1.6	Previous knowledge and understanding of safeguarding children, young people and vulnerable adults	E
	1.7	Able to produce reports using Microsoft Word	E
Qualifications/Trainings	2.1	Health and Safety training	D
Other requirements	3.1	Be able to hot desk at our offices	E
	3..2	Be willing to undergo an enhanced Disclosure and Barring Service (DBS) check.	E