

| **Employer's Name** | Her-Place Charitable Trust |
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| **Position Job Title** | Summer Community Hub Assistant |
| **Department** | Community Share Hubs |
| **Line Manager** | Services Manager |

| **Employment Status** | Fixed Term until 31st August 2025 |
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| **Overview** | The **Summer Community Hub Assistant** supports the day-to-day running of Her-Place's Community Share Hubs in **Crewe or Winsford**, contributing to service delivery and community engagement. This **fixed-term, part-time** role (16 hours/week until 31 August 2025) includes duties such as preparing hub and baby bank orders, supporting donation sorting, engaging with service users, and participating in events like pop-ups or local festivals. The assistant works closely with volunteers, attends team meetings, and ensures the hub operates smoothly. Training and basic equipment are provided, and the role is paid at National Minimum Wage, depending on age. |
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| **Location of position** | Crewe OR Winsford |
| **Job purpose** | To provide |
| **Time commitment** | 16 hours a week |
| **Days worked** | Worked over 2 days a week and every other Saturday  Her-Place usual operating hours are:  Monday to Thursday: 9am to 4.00pm |
| **Rate of pay** | National Minimum Wage  Age 16-17 £7.55 per hour  Age 18-20 £10.00 per hour  Age 21+ £12.21 |
| **Holiday entitlement** | The annual holiday entitlement for a full time employee is 210 hours.  This is allocated in proportion to your actual hours worked.  Full time hours 37.5  paid 1/2 hour lunch break  210 hours annual leave = 28 days |
| **Probationary period** | 1 months |
| **DBS requirement** | Standard |
| **Adult or child workforce or both or neither** | Adult |
| **This role meets the requirements of a regulated activity for children** | No |
| **This role meets the requirements of a regulated activity for adults** | No |

| **Key responsibilities** | * Receive and prepare baby bank and hub orders * Prepare for hub and baby bank pop up events * Maintain hub standards * Sort donations * Opening the hub * Speaking to and supporting service users who are collecting items * Prepare and attend community engagement events on behalf of Her-Place eg Pride events * Work together with volunteers to ensure smooth running of the hub * Any other activity deemed commensurate with the post |
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| **Additional responsibilities** | * Attend team meetings * Support fundraising activities * Complete office opening and closing procedure when appropriate |
| **Training and Support** | * Induction to Her-Place Charitable Trust * Level 1 Safeguarding Training * Health and Safety and Manual Handling Training * Ad hoc training as identified by Her-Place Charitable Trust to develop the organisation or the employee. |
| **Reimbursement of expenses** | Out of pocket expenses will be reimbursed according to Her-Place Charitable Trust’s Expenses Policy |
| **Equipment** | Her-Place Charitable Trust will provide laptop and/or mobile phone for job holder for the duration of their employment |
| **Contact Information** | [hr@her-place.co.uk](mailto:hr@motherwellcheshirecio.com) |