



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

Employment Status	Fixed Term until 30th September 2026
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Overview	<p>The Summer Community Hub Assistant supports the day-to-day running of Her-Place's Community Share Hub and Women's Centre in Crewe. The role contributes to service delivery and community engagement. This fixed-term, part-time role (20 hours/week until 30 th September 2026) 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 and Women's Centre operates smoothly. Training and basic equipment are provided, and the role is paid at National Minimum Wage, depending on age.</p>
Location of position	<p>Crewe: Community Share Hub 54-64 Beech Drive, Crewe, CW2 8RG Her-Place Women's Centre, Unit 7, Victoria Centre Crewe, CW1 2PU</p>
Job purpose	To provide
Time commitment	20 hours a week
Days worked	<p>Worked over 4 days a week Tuesday, Wednesday, Thursday and Saturday</p>
Rate of pay	<p>National Minimum Wage</p> <p>Age 16-17 £8.00 per hour Age 18-20 £10.85 per hour Age 21+ £12.71</p>
Holiday entitlement	<p>The annual holiday entitlement for a full time employee is 210 hours. This is allocated in proportion to your actual hours worked.</p> <p>Full time hours 37.5</p> <p>paid 1/2 hour lunch break</p> <p>210 hours annual leave = 28 days</p>

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	<ul style="list-style-type: none"> ● Receive and prepare baby bank and hub orders ● 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 and women's centre. ● Prepare for and support community events ● Any other activity deemed commensurate with the post
Additional responsibilities	<ul style="list-style-type: none"> ● Attend team meetings ● Support fundraising activities ● Complete office opening and closing procedure when appropriate
Training and Support	<ul style="list-style-type: none"> ● 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