

## Job Description

<b>Post:</b>	<b>Centre Assistant</b>
<b>Responsible to:</b>	<b>Centre Manager</b>
<b>Hours:</b>	<b>Part Time, 15 hours per week 9.30-2.30pm Tue-Thur</b>
<b>Remuneration:</b>	<b>£10.50 - £11.50 per hour, payable monthly</b>
<b>Location:</b>	<b>Northampton Women's Centre</b>
<b>Holiday:</b>	<b>28 days pro rata + bank and statutory holidays</b>

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**Vetting process will include an enhanced DBS check and satisfactory references.**

### **SUMMARY**

Northampton Women's Centre provides support to any female who is at risk or is involved in the criminal justice system. The purpose of the Centre is to provide person-centred support focusing on addressing a range of issues faced by service users.

The successful candidate will be responsible for assisting in ensuring the Centre is kept clean for all, working with the team to ensure everyone feels welcome and safe.

The Centre Assistant role will include the following tasks:

- Meeting and greeting anyone who accesses the Centre.
- Ensuring people sign in as they arrive.
- Helping put people at ease on arrival.
- Making drinks where necessary.
- Communicating with relevant colleagues if someone is visiting them.
- Ensure the cleanliness of the Centre at all times.
- Cooking lunch for and with service users
- Cleaning the kitchen after lunch.
- Cleaning the Centre on a daily basis.
- Encouraging and motivating service users.
- Attend staff meetings and training as and when required.
- Cover for colleagues as and when necessary.
- Assist with facilitating Centre activities as and when required.
- Motivating and encouraging engagement in activities.
- Support with the day-to-day running of the Centre ensuring the safety of all users.
- Monitoring the health and safety aspects of the Centre.

### **Experience**

- An understanding of the needs of vulnerable women.



- Experience of cooking
- Preferred experience of cleaning.
- Experience of the criminal justice system or a willingness to learn.
- A commitment to safeguarding others.

#### **Skills & Abilities**

- Ability to work on own initiative and part of a team.
- Ability to motivate others.
- Ability to teach others how to cook
- An ability to work sensitively and keep confidentiality.
- Ability to develop and maintain a workplace environment which is both safe, supportive, enabling colleagues and service users to thrive.
- Ability to be a flexible, supportive and encouraging team player.
- Ability to get alongside people to encourage them.

#### **Attitude**

- Willingness to learn.
- Pro-active and able to work under pressure and on own initiative.
- Commitment to and understanding of safeguarding and professional boundaries.
- Personal and professional integrity.
- Positive attitude towards staff and peers.
- Emotionally resilient.
- Awareness of and commitment to equal opportunity and diversity practices and policies, ability to promote diversity and treat colleagues and clients fairly and with respect.

#### **What we will do to support you in this role**

**We will provide the following resources to assist in the successful achievement of the responsibilities outlined above:**

- On-going and targeted learning and development that will support and enable you to deliver the role to a high standard.
- A full induction.
- Continuous support and supervision including reflective practice to develop learning and skills.
- A fully supportive team environment.