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**JOB ADVERTISEMENT**

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| **Job Title:** | Programme Assistant |
| **Location** | Head Office: The Trin Centre, Trinity Road, Cleethorpes, DN35 8UN |
| **Responsible To:** | Community Manager |
| **Hours of Work**  **Salary:**  **Benefits:** | Casual Hours based on the needs of the business  Meets National Minimum Wage     * Free Gym Membership * Free uniform * Enjoyable Working Environment * Continuous Professional Development * Dedicated SLT Team * Staff Rewards & Incentives  Accessible company pension scheme |
| **Purpose:** | The Programme Assistant will work collaboratively with the Senior Leadership Team to form a wraparound service that combines youth provision ( including holiday programmes ), education and sport and will follow guidance from Ofsted, the National Youth Agency (NYA) and other governing bodies. |
| **Nature & Scope of Responsibility:** | An exciting opportunity has arisen to support the youth in our area through both our community and outreach programmes. Your role will be to facilitate their social, personal and physical development through informal education. Your duties will include organising and delivering community programmes, helping young people understand values and ideas, building their confidence and developing life skills and deliver outreach intervention across North East Lincolnshire.  You will facilitate the delivery of recreational activities including physical activities, sport, arts/crafts and targeted themed workshops whilst creating a nurturing, safe, inclusive environment for young people whilst ensuring that practices are underpinned by Ofsted and the NYA and education authorities. |
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**You will need to:**

* Have a minimum of 1 years’ experience working with young people, either voluntary or paid work delivering community and educational lessons and workshops. (Essential).
* Be willing to participate in a criminal records check (DBS) or already in possession of one (Essential).
* A Full clean driving licence (Desirable).
* Be passionate about working with children and young people to help educate and support them (Essential).
* Have good knowledge and understanding of the key principles of youth work (Desirable).
* Have proven, effective positive behaviour management skills (Desirable).
* Be committed, hardworking and have excellent time management skills (Essential).
* Resourceful, proactive, and well organised (Essential).

**Key Areas & Responsibilities**

* To have a basic understanding of how to support young people.
* To work with our youth work team and young people to deliver a bespoke programme of engaging and enriching activities.
* Plan and deliver sessions based on the needs of the participants, undertake administrative tasks such as registers, consent forms, and any other paperwork to help with the running of sessions.
* Ensure all activities are fun, safe & inclusive ensuring that participant’s needs are placed at the forefront of all interactions enabling individuals to develop physically, emotionally, and socially, in collaboration with our staff and the volunteer workforce.
* To develop communication skills to engage not only different participants but also with stakeholders to create positive relationships.
* Be a positive role model to inspire and motivate participants and colleagues, remaining professional and person centred throughout all aspects of work.
* To ensure the required health, safety, welfare and supervision of participants throughout sessions including the implementation of appropriate policies e.g. Safeguarding ***(Accident/incident report forms, CPD records)*** and establishing appropriate boundaries.
* Be committed to issues of equal opportunity and diversity and be able to incorporate these into the delivery of sessions ***(Monitoring and Evaluation, CPD records).***
* To undertake any necessary training in accordance with learning frameworks as well as actively seek out further learning where appropriate. ***(Minimum Operating Standards, Training Assessment, CPD records).***
* Perform other duties as required, which are considered relevant to the post and to the objectives of Cleethorpes Community Sports & Education ***(Holiday Clubs, events, etc).***

**How to apply**

We welcome applications via email which should be addressed to Kerry Hillman, Community Manager and sent to: kerry@thetrin.co.uk

Please include:

* A CV (two pages maximum)
  + Your work history (including voluntary posts)
  + Education
  + Reasons for gaps in employment
* A covering letter explaining why you feel you are suitable for the role and how you meet the above criteria

**Closing Date:**

All applications should be submitted no later than Monday 9th June 2025

Interview date: Monday 16th June 2025

Start Date: July 2025