

# Seasonal General Assistant

Job Information Pack



## Urban Saints Westbrook

Urban Saints Westbrook is a residential centre suitable for church, youth, and school groups, set in 18 acres of mixed parkland near Ryde, on the beautiful Isle of Wight. Groups have the option to stay in the Main House or camping in the grounds and have access to a range of meeting and eating spaces plus a whole load of activities across the site.

Urban Saints Westbrook provides a safe and fun environment, founded on Christian beliefs so that young people have the opportunity to form genuine and lasting relationships. The centre will also provide a place where they can express their faith and have the tools to learn more about it.

[westbrook.urbansaints.org](http://westbrook.urbansaints.org)

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### Key Responsibilities:

- Assisting with various activities on-site for residents and day visitors, such as bushcraft, laser tag, orienteering, paintball, etc., as required.
- General office duties, including: -
  - Answering the telephone
  - General administration
  - Dealing with new and existing bookings
  - Data input
- To assist the Grounds and Maintenance Team with any and all of the general maintenance and improvement programmes and projects at the Westbrook Centre and grounds, as required.
- To assist with domestic duties as maybe required, including such things cleaning of rooms, changing rooms, dining rooms, swimming pool, toilets
- The role will involve some weekend and evening working.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and level of the post.

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### About You:

We are looking for someone who can work as part of a team delivering a good experience to all residents and day visitors.

### Knowledge and Experience:

#### Essential:

- Working as part of a team
- Assisting with maintenance and other activities

#### Desirable:

- Experience in hospitality, or an activity/ residential centre
- Work with a charity
- Running activities

## **Skills and Abilities**

### **Essential:**

- A helpful and positive attitude
- Flexible and adaptable approach to working
- Able to provide grounds and general building maintenance
- Eager to learn
- Able to assist in activities for young people and adults
- Willingness to adhere to health and safety rules
- Team player
- Good written and verbal communication skills

### **Desirable:**

We are looking for a wide range of skills across the team at Westbrook, which could include:

- Able to use MS Office
- Support of IT hardware and software
- Swimming pool – lifeguard or pool management
- Statutory compliance testing (lights, fire, PAT, etc.)
- Minibus driver
- Media and marketing
- Environmental conservation

All applicants must be committed to the aims, ethos, and values of Urban Saints.

We highly value a diverse and inclusive team and are committed to an equitable work environment where every person is set up to thrive. Having a diverse workforce allows us to benefit from a variety of perspectives and give us strength in the work that we do. We encourage all qualified candidates to apply.

## **Terms and Conditions:**

Salary:	£9.50 - £10.80 per hour (depending on knowledge, skills and experience)
Start Date:	As soon as possible
Contract:	Temporarily until the 30th of September 2022
Hours:	37.5 hours per week. Working mornings and evenings with some weekend work depending on rota.
Location:	Urban Saints Westbrook Centre, Oakhill Road, Ryde, Isle of Wight, PO33 1PU
Responsible to:	Westbrook Operations Manager

**Benefits:**

- 25 days holiday (pro-rata) plus bank holidays (pro-rata).
  - Pension scheme: we contribute 6% to the Urban Saints pension scheme.
  - Life assurance: you will receive life assurance cover to the value of four times your annual pensionable salary.
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**How to Apply:**

For an informal conversation to discuss this opportunity please contact Sid Michalski at Urban Saints Westbrook on 01983 811118

To apply for this role send an email to **recruitment@urbansaints.org** with:

- your CV
- a completed Recruitment Monitoring Form (available at **urbansaints.org/jobs**)
- a covering letter which includes why you are applying for this role and why you think you are the best person for the role?

**The closing date for applications is 22<sup>nd</sup> of May 2022**, however we reserve the right to close applications before this date if a suitable candidate is found.

**PLEASE NOTE:** Urban Saints is unable to employ anyone who does not have the legal right to remain and work in the UK. For more information, visit: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

*All job offers will be subject to satisfactory references and DBS.*