

Job Description

Job title: Interim Community Hub Worker (Vassall Community Hub) – 6 month contract

Job purpose:

- Contribute to the Vassall Community Team during a period of transition to continue its activities and support services effectively.
- Support the smooth delivery of community hub activities, including the lunch club and social programmes.
- Build strong, positive relationships with local residents, volunteers, partners and community groups.
- Coordinate and support volunteers to ensure they feel confident, valued, and able to contribute effectively.
- Gather community feedback and insights to help shape future hub services and activities.
- Actively contribute to the development and co-design of the Vassall Centre Community Hub by attending hub team meetings and sharing frontline perspectives.

Reporting to: Community Hub Lead/Hub Team Leader

Responsible: Supporting hub activities and volunteers

For:

Based: Vassall Centre

Salary: £ £28,013 pa full-time equivalent, which equates to an actual annual salary of £12,005pa

Term: 2 days per week (Tuesday and Wednesday)

Hours: 15 hours a week (may include occasional evenings and weekends)- **This is a 6 month interim contract**

Annual Leave: 26 Days pro rata

Main activities and responsibilities

<u>Activities</u>	<u>Description of activities and responsibilities</u>
Activity Support & Operations	• Support the smooth running of hub activities, including the weekly lunch club, Food club, Tea and Tots and other community-led sessions that may need support. • Provide practical assistance during activities (e.g. set-up, welcoming participants, supporting volunteers, tidying and closing spaces). • Help maintain a warm, inclusive, and accessible environment for all visitors. • Assist with basic administration related to activities (attendance lists, feedback forms, resource coordination).

Community Engagement & Outreach	• Support local residents to access services and opportunities through effective signposting, help with form filling, and ongoing community engagement. • Build positive relationships with local residents, community groups, tenants of the Vassall Centre, and partner organisations. • Promote hub activities through conversations, community visits, social channels (if relevant), flyers, and word-of-mouth engagement. • Identify opportunities to involve new or under-represented groups in hub activities. • Gather community insights, feedback, and ideas to help shape future programmes. • Support volunteer engagement, where needed, including welcoming, coordinating, and encouraging participation.
Contribution to Hub Development	• Attend regular hub team meetings to contribute to planning, development, and decision-making around the future shape of the Vassall Centre Community Hub. • Bring insights from frontline engagement to inform strategic thinking and programme development. • Support pilot activities, trials, or new community initiatives that emerge from development discussions.
Volunteer Support & Coordination	• Welcome volunteers, ensuring they understand their role, feel confident, and are supported throughout sessions. • Coordinate volunteer rotas for activities such as the lunch club and community events. • Provide volunteers with clear guidance and tasks and act as a friendly point of contact on the day. • Help create a positive volunteering culture where people feel appreciated, listened to, and part of the community hub team. • Support the Hub Manager in recognising volunteer contributions, capturing volunteer feedback, and recording volunteer involvement.
General Responsibilities	• Follow safeguarding, data protection, and health and safety procedures. • Uphold the inclusive ethos of the Vassall Centre, ensuring accessibility and equality are at the heart of all activities. • Represent the hub positively at all times. • Any other reasonable duties that contribute to the effective running of the community hub.

Person Specification

Knowledge

- Community development and outreach work
- Centre/Placed-based community development or Community Centre management.
- Understanding of the key issues facing areas of high deprivation
- Understanding of Safeguarding
- An understanding of and commitment to equity, equality, diversity and inclusion

Skills and Experience

Essential

- Experience or strong interest in community work, engagement, or working with diverse groups.
- Warm, friendly, and approachable manner with excellent people skills.
- Ability to support group activities, manage basic practical tasks, and work hands-on as needed.
- Good communication skills and ability to build rapport with a wide range of people.
- Willingness to work flexibly, including occasional evenings or weekends.
- Commitment to equity, equality, inclusion, and accessibility.

Desirable

- Experience in community development, outreach, or volunteer coordination.
- Lived experience relevant to the local community or understanding of barriers faced by marginalised groups.
- Experience contributing to community planning or co-production.
- Basic administration or digital skills (email, recordkeeping, social platforms).

We are looking for someone who:

- Believes in community-led development.
- Is enthusiastic about helping people feel connected and valued.
- Is collaborative, team-minded, and open to new ideas.
- Treats everyone with respect, dignity, and empathy.
- Is passionate about building a vibrant, accessible community hub at the Vassall Centre.