

## Summer Assistant Job Description

### Summary

We are seeking an enthusiastic individual to assist the office team and other staff over the summer months of July and August. The role would cover many of the practical tasks normally undertaken by our Ministry Assistants and administrative staff. Tasks include set-ups for activities and Sundays, maintaining the Daily Service on YouTube, office and reception work, general administration, and some project work.

### Dates

Ideally you would be available from 12th July to 25<sup>th</sup> August, although we would consider candidates who can't cover all this period. Start and end dates could be flexible and unpaid time off would be considered for helping at a summer camp. You will be eligible for 1 day's holiday for each 9 days worked, to be taken at times approved by us. If, at the end of your employment, you have not taken all your holiday due we will pay it to you as additional days.

### Hours

The hours are up to 25 hours per week, which includes 6 hours on a Sunday helping with set ups at each of our services. The rest of the hours would be spread over the rest of the week. Candidates would have gone through the Safer Recruiting process to be able to help with children's groups. There may be some evening and Saturday work, for which appropriate time off in lieu would be granted. Exact hours will be agreed each week. You may also choose to get involved as a volunteer at other times.

### Pay

The rate of pay is £12 per hour. We might be able to offer rented accommodation, depending on availability.

### Who we're looking for

You need to be self-motivated, able to work without too much supervision, a proficient user of IT, have good interpersonal skills and be able to deal with site security. You would need to be able to cope with furniture moving. Some previous office experience would be useful. You will be committed to the work of St Ebbe's. Successful applicants will be required to prove their eligibility to work in the UK for this period and will need to undertake a DBS safeguarding check.

### How to apply

If you might be interested, please use this application form [here](#), including your previous work experience and why you think you would be suitable for this position, along with a short CV and the name of a member of St Ebbe's staff who could give you a reference. If your availability is limited in any way, please mention this. We will shortlist candidates, followed by interview.

If you have any questions or would like an informal conversation, please contact [Cathy Terry](#) (Administrator).