



# The Stuart Low Trust



bringing people together for better health and wellbeing

July 2024

Dear candidate

## **Re: Sessional Workshop and Event Assistant**

Thank you for your interest in The Stuart Low Trust's **Sessional Workshop and Event Assistant** position.

Please find in the application pack:

- The responsibilities descriptions for Friday Evening Events, Saturday Wellbeing Workshops and Sunday Philosophy Forum roles
- The background information for this position
- Equality opportunities monitoring form

Please send your CV, covering letter stating your suitability for this role and completed equal opportunities monitoring form via email to [mark@slt.org.uk](mailto:mark@slt.org.uk). Please declare if you have any convictions that are unspent under the Rehabilitation of Offender's Act 1974.

**To complete your covering letter stating your suitability for this role, please clearly address each criteria of the job's person specification ON THE FOLLOWING PAGE and provide evidence to support your responses. You will be shortlisted for interview if you demonstrate how you fulfil the criteria of the Person Specification.**

To download an application pack, please visit <https://www.slt.org.uk/vacancies/>

For application enquiries please contact SLT's Chief Executive, Mark Gillham [mark@slt.org.uk](mailto:mark@slt.org.uk)

Deadline for applications: **Monday, 19 August 2024 at 12midnight**  
Interviews: **Thursday, 29 August 2024**  
Estimated Start: **Mid-September 2024**

Yours faithfully

**The Stuart Low Trust**

**PLEASE SEE NEXT PAGE for the Job Person specification**

Office 1, The Jean Stokes Community Centre, Carnoustie Drive,  
Islington, London, N1 0DX  
Tel: 020 7713 9304 Email: [info@slt.org.uk](mailto:info@slt.org.uk) Website: [www.slt.org.uk](http://www.slt.org.uk)  
Company limited by guarantee registered in England No. 5001948  
Charity Registered in England & Wales No. 1102325



**Person specification**  
**for the Sessional Support Worker position -**  
 combining Friday Evening Events, Saturday Wellbeing Workshops  
 and Sunday Philosophy Forum roles

- **Experience:** Assisting with the running of events in social care or community settings.
- **Experience:** Setting up PA/electronic equipment is desirable.
- **Empathy and understanding:** Sensitivity towards participants experiencing mental health issues, mobility challenges and health conditions.
- **Communication skills:** Excellent verbal communication for making announcements and engaging with participants. Friendly and approachable manner to create a welcoming environment.
- **Organisational skills:** Ability to manage time effectively and ensure all tasks are completed efficiently.
- **Attention to detail:** Ensure the venue is set up correctly and safely. Ensure that paperwork is completed fully and accurately.
- **Boundaries:** Understanding of professional boundaries working with participants and managing confidentiality.
- **Safety awareness:** Understanding of basic health and safety procedures and Safeguarding Adults legislation. Ability to move tables and chairs safely.
- **Teamwork:** Ability to work collaboratively with the Host, volunteer leaders and other staff members.
- **Flexibility and reliability:** Adaptability to assist with various tasks as needed and reliable/punctual to fulfil agreed session commitments.
- **Calm under pressure:** Maintain composure in a busy environment and handle any incidents calmly.

**Availability required**

- Friday evening events 6.00pm-9.30pm
- Saturday afternoons 2.15pm-5.00pm
- Sunday afternoons 3.15pm-6.00pm

**Other job Requirements**

- An up-to-date DBS check to be completed by SLT at the start of your employment
- 2 satisfactory references