



Cassiltoun Housing Association Sessional Event/Activity Assistant Candidate Information Pack



Thank you for your interest in the vacancies available within the Community Team.

This file contains all of the information you will need to apply for the post:-

- General information regarding the vacancies
- Our job advert
- The Job Description and Person Specification
- A brief summary of the Terms and Conditions of the post

Please submit the following to recruitment@cassiltoun.org.uk by **Thursday 25 July 2024 at 12 noon**. We will not accept any applications received beyond this time:-

- **CV**
- **Application Form**
- **Covering letter**

Closing Date: Thursday 25 July 2024 at 12 noon

Shortlisting: Thursday 1st August 2024

Interview Date: Thursday 8th August 2024

If you require further information regarding the Association or the positions advertised, please do not hesitate in contact myself directly.

Thank you.

Paula Brownlie
Head of Corporate, HR and Finance

Telephone: 0141 631 5207

Email: paula.brownlie@cassiltoun.org.uk



Sessional Events/Activities Assistants

The Community Team delivers a range of projects that respond to community aspirations and seek to address local issues through an asset-based community development approach. This includes community art initiatives, a community woodland project (Castlemilk Park), digital inclusion support, youth work, health and wellbeing activities, a large number of events, community gardening, community food initiatives, and a volunteer development programme – at the centre of all of these is participation and involvement from the local community.

We have capacity to recruit for Sessional Event/Activity Assistants that will support the team as and when required.

JOB DESCRIPTION and PERSON SPECIFICATION

Job Titles	Sessional Event/ Activity Assistant	Department	Community Team
Reporting To	Community Development and Engagement Manager	Grade	Glasgow Living Wage- £12 an hour
Post Number		Date	June 2024

Job Purpose

Cassiltoun Housing Association are looking to recruit Sessional Event/Activity Assistants to enable the support of our large events and activities.

The post-holder will work alongside the Community Development and Engagement Manager and staff within the Community Team to fulfil key duties required to deliver our diverse programme.

Shifts are subject to available funding.

Accountability

Role is part of the Community Team, reporting to the Community Development and Engagement Manager

Job Descriptions and Person Specification

Vacancy	Job description	Person Specification
Sessional Event/Activity Assistant	<ul style="list-style-type: none"> - Understand and uphold the Association's Values. - General assistance with the delivery of our large events and activities - Setting up/taking down events (tables, gazebos, decorations, etc) - Event preparation such as organising resources, laminating posters, prepping activities - Welcoming and engaging with community members at events and activities - Assisting with marshalling large scale events - Assisting with queue management 	<p>Essential Criteria</p> <ul style="list-style-type: none"> - Experience communicating with the general public - Ability to work under pressure - Ability to be flexible and take on a range of duties - Excellent punctuality - Understanding of health and safety <p>Desirable</p> <ul style="list-style-type: none"> - Food Hygiene Certificate - Knowledge of GDPR

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| | <ul style="list-style-type: none">- Collating feedback- Assisting with the delivery of activities such as outdoor play, art workshops- Assisting with preparing and serving food- Assisting with keeping areas clean and tidy- Support with other duties as and when required | |
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Sessional Events/Activity Assistant

Summary Terms of Conditions

Location	Castlemilk Stables, 59 Machrie Road, Glasgow G45 0AZ However work in other community settings may be required.
Standard Hours of Work	As and when required
Grade & Salary	Glasgow Living Wage £12 per hour
Payment Method	Paid on the last Thursday of each month by the BACS system into your bank account