

Recruitment of Youth & Community Assistants (2 positions)
Emersons Green Town Council

Salary Scale: NJC SCP 7-12 (currently £26,403 to £28,598 p/a inclusive pro-rata).
(depending on experience and qualifications, pay award pending), minimum of 12 hours / week.

Plus – Local Government Pension Scheme, and Free Parking.

Come and make a difference in your community!

Are you passionate about working with young people? Full of ideas, enthusiastic about making things happen and keen to help create positive opportunities for your local community?

Emersons Green Town Council is looking for two enthusiastic, energetic and community-minded Youth and Community Assistants to join our growing team!

These exciting part-time opportunities (12 hours per week each, with the potential for additional hours) offer the chance to make a meaningful difference in the local community. You will help children and young people learn, grow, build friendships and have fun, while also contributing to the development of engaging activities, projects and opportunities for residents of all ages.

Working primarily within our centre-based, open-access youth clubs, you will help bring activities, projects and new ideas to life for different age groups – from play-based learning and creative activities for children aged 8–11 to fun, engaging and inspiring opportunities for older young people. You will also provide occasional street-based youth provision to cover holidays and staff absence, helping us maintain a visible, consistent and supportive presence within the community. Beyond youth provision, there will be opportunities to get involved in developing and delivering community-focused activities and initiatives for residents of all ages, helping to create an active, inclusive and connected community.

We offer flexible working arrangements, although availability on Thursday afternoons is essential. Other working days and times will be agreed with the successful candidates.

Be part of something exciting!

Emersons Green Town Council is an ambitious, forward-thinking Council with a real commitment to improving life for the people who live, work and spend time in our town.

Since adopting its current Strategic Priorities in 2026, Emersons Green Town Council has continued to build on its original ambitions of its Strategic Plan developed in 2021, delivering a range of projects and initiatives to benefit the local community. As a forward-thinking and ambitious Council, we are committed

to an ongoing programme of growth and development, with further refinement of our strategic priorities in 2027.

Our vision is to ensure that residents and visitors have access to high-quality community services, facilities and activities, while continuing to respond to the changing needs and aspirations of our town.

Our youth and community programme is an important part of that vision, and we want people who share our enthusiasm for creating positive experiences, building connections and making our community an even better place to live.

What will you be doing?

No two days need to be the same! You'll be helping to develop and deliver an exciting programme of youth and community activities, bringing energy, creativity and fresh ideas to everything you do.

Your role will include:

- Planning and delivering fun, engaging and inclusive activities within our open-access youth clubs.
- Supporting play-based learning, creativity and development for children aged 8–11.
- Creating exciting opportunities for older young people to socialise, learn new skills and explore their interests.
- Building positive relationships with young people and their families, becoming a trusted and approachable presence.
- Listening to young people, encouraging their ideas and helping them shape the activities and opportunities available to them.
- Supporting street-based youth engagement when required, including providing cover during holidays and staff absence.
- Working alongside local organisations, volunteers and community partners to develop opportunities and initiatives.
- Supporting the smooth day-to-day running of our youth and community services, including maintaining appropriate records and administration.

What are we looking for?

Above all, we want people who genuinely enjoy working with young people and are passionate about helping them reach their potential.

You'll be someone who:

- Brings enthusiasm, energy and a positive attitude to everything you do.
- Is creative, resourceful and full of ideas for activities and projects.
- Can engage with children and young people, build trust and develop positive relationships.
- Is approachable, inclusive and able to relate to people from different backgrounds.
- Can take the initiative, work independently and be part of a small, supportive team.
- Is organised, flexible and confident juggling a variety of responsibilities.

Experience in youth work, play work, safeguarding, community engagement, activity planning, administration or programme development would be valuable. Good IT, communication and organisational skills are essential.

We are interested in what you can bring to the role, your enthusiasm and your willingness to get involved. Relevant experience in one or more of these areas is welcome.

Grow with us!

We want our team to grow and develop alongside our services. Training and professional development opportunities will be provided, helping you build your skills, confidence and experience.

Occasional attendance at evening meetings, community events and weekend activities may be required, with time off in lieu provided for additional hours worked.

If you love working with young people, have ideas to share and want to play a part in creating a vibrant, connected and thriving community, we'd love to hear from you!

Emersons Green Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

- an enhanced DBS check is required, given the nature of the role.
- the two posts are intended to complement one another; the successful candidates will work collaboratively to provide continuity of provision.

For an informal discussion, please call Joanne Bryant, Town Clerk, on 0117 302 6989 between the hours of 9am and 3pm weekdays.

A recruitment pack is available on our website or by request to clerk@emersonsgreen-tc.gov.uk

*Applications **must** either be sent to joanne@emersonsgreen-tc.gov.uk, or by post or hand delivery, marked 'private and confidential' – Joanne Bryant, Town Clerk, Emersons Green Town Council, 198 Westerleigh Road, Emersons Green, Bristol BS16 7AN.*

- **The closing date for the receipt of applications is 12 Noon on Thursday 31st of December 2026.**
- **Formal interviews are likely to take place in Emersons Green week commencing 11th of January 2027.**
- **It is hoped the new Youth and Community Assistants will commence their roles around Monday 15th of February 2027 or earlier.**