**Operations Lead Worker**

Providence House Trust – London SW11 2LW

£16,000pa - Part-time

Email: info@providence-house.org

Website: [www.providence-house.org](http://www.providence-house.org)

**Job title**

Operations Worker - Apply with Application Form, CV / Resume and Cover letter.

**Salary:**

£16,000pa - Part-time 22.5 hours

**Reporting to:**

Director of Providence House Trust

**Holidays:**

16.8 days

**Location:**

Providence House Youth Club, London SW11 2LW

**Hours:**

**22.5 hours per week** (including evenings & some weekends)

**Responsible For:**

Part time Sessional Workers, Volunteers & Young Leaders.

**Context of the post:**

The Providence House Trust (PHT) is a vibrant and diverse youth centre in Falcon Road, Battersea, close to Clapham Junction station, working with children, young people, individuals and families from the neighbouring communities.

As a community-based Youth Charity, youth engagement is at the heart of everything Providence House does, and the Operations Lead Worker (OLW) will play a key part in supporting the infrastructure of the whole operation.

This will be a part-time role, overseeing finance and contract management, human resources, building management, and working alongside the Senior Leadership Team.

**Providence House Principles & Values**

**Our Vision:**

A charity at the centre of our community, a place where young people can be safe, be inspired and have fun!

**Our Mission:**

**Our mission** is to Share the Christian message of Jesus Christ & Walk with young people and their families in the local community in their life journeys.

**Our Values**

**Finding Identity Together**

*At Providence House we are intentional about finding out together what makes us all different and diverse, where we are on our life’s journey, and our place in this world. We do this through building up personal relationships with people, with children and young people, and by the programmes we run.*

**Belonging in the Community**

*At Providence House we are building on over fifty years in Battersea, and the history we share with the community and its families. Providence House is a place where we have created a strong sense of belonging and heritage and maintain our principle to be open to all.*

**Connecting to God**

*At Providence House the Christian faith is our foundation. We aim to enable all who come in to find the truth in Christ through a personal relationship with Him.*

**Widening Horizons**

*At Providence House we are committed to providing an amazing variety of opportunities for new experiences in Battersea, London and much farther afield, and especially through our partnership with East Shallowford Farm.*

**Developing Skills and Talents**

*At Providence House we aim to nurture and develop new skills and talents in the areas of creativity, art, music, practical skills, and supporting young people and adults to find their way into the work place.*

**Having the best of times**

*At Providence House we believe in fun! We believe that finding joy and happiness are part of being fulfilled in life.*

*These 6 values run as a thread through all our programmes.*

Please send all application forms via email to info@providence-house.org

Application closing date: Tuesday 14th December 2021
Interviews: Early January 2022
Start Date: January/February 2022