



King's Arms Project

Kids United Assistant Bank Worker Job Description

About King's Arms Project

The King's Arms Project was started over 30 years ago, as a response to seeing people sleeping rough on the streets of Bedford. We now tackle homelessness, displacement, and isolation in Bedford and beyond. We provide professional advice, innovative solutions and person-centred support, accommodation and opportunities for growth and community. The Refugee & Migrant Services Team was developed in 2015 in response to the conflict in Syria and consequent refugee crisis. Since then, the R&MS Team has helped over 50 refugee families integrate into Bedfordshire, providing them with holistic trauma-informed support. The ESOL Team provides English language teaching and clubs to adults and children.

Summary of Post

Kids United is a holiday club run by our ESOL team. The club is for primary school-aged children from our refugee families and runs in half-term holidays and the first week of the summer holidays, Monday to Thursdays, 10-12:30pm.

Main Duties & Responsibilities

The Kids United Assistant will assist the ESOL Tutors and creche staff with some or most of the following activities, as agreed between the volunteer and team leaders:

- Play outdoor and indoor games with the children.
- Join in for craft, snack, and circle time.
- Help children improve their English.
- Report back to the club leaders.
- Prepare and tidy the holiday club rooms before and after each session if not on the minibus.
- Accompany children on the minibuses before and after each session if not tidying the rooms.

In addition, Assistants must

- Commit to two full club sessions (or as agreed with club leaders).
- Inform the club leaders promptly if they are unable to attend a lesson.
- Report any incidents, health and safety issues, or safeguarding concerns to the club leader.

Personal Qualities

The Holiday Club Assistant role is especially suited for someone who fits the following description:

Experience and knowledge of:	Essential:	Desirable:
A genuine desire to support refugee children and willingness to learn more about the issues they face.	✓	
An ability to maintain client confidentiality and professional boundaries.	✓	
Experience of working with any aged children in a similar capacity.		✓
Experience of leading play with children.		✓
Skills:	Essential:	Desirable:
Good English language skills	✓	
Calm under pressure, reliable and trustworthy.	✓	
Good listening, communication, and interpersonal skills.	✓	
Able to empower others and encourage their growth in self-worth, confidence, and skills.		✓
Able to work as part of a team.	✓	
Enthusiastic in the delivery of high-quality play sessions.	✓	
Self-aware and able to reflect on how situations may affect you and the client.		✓
General:	Essential:	Desirable:
Willing and committed to develop within the role and undergo relevant training.	✓	
Committed to the Equality and Diversity, Health & Safety and Safeguarding policies and procedures and observing them.	✓	
Able to respect the Christian ethos of King's Arms Project and uphold its values.	✓	

This role is subject to a satisfactory Disclosure and Barring Service check. Repeat checks are initiated every three years.

Additional Information

Equal Opportunities Statement

As part of its recruitment policy, the King's Arms Project intends to ensure that no prospective or actual employee or volunteer is discriminated against on the basis of sex, race, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.