



---

**Job Title:** Family Programme Summer Activity Leader (4 days/28 hours a week)  
**Reports to:** Head of Children, Young People & Families  
**Based at:** Nova New Opportunities, 2 Thorpe Cl, London W10 5XL  
**Salary range:** £400 a week  
**Job type:** Fixed term 6-week contract

---

## About Nova

Welcome to Nova. We are a small, diverse charity with a big reach and novel approach to social change.

Since 1983, we have been offering grassroots support to our local community. We pride ourselves on the positive impact our learning programmes have had on people's lives. But we don't stop there. Our mission is to challenge and expose structural inequality, because we believe the UK has the potential to grow into the most socially cohesive and inclusive society in the world.

This vision is already alive; Nova is a microcosm of such a society. Our team – leadership, staff, volunteers and participants – is inclusive, dynamic and open-minded, and reflects the communities we work with. By working together, we can build a world that is better for everyone.

Regardless of background or status, we create opportunities for people to learn, grow and experience new perspectives. At our regular dialogue events, we share our insights and lived experiences to highlight systemic injustice and work towards a brighter future together.

## Position Summary

Are you passionate about young people and ensuring everyone has equitable access to opportunities? Do you have a vibrant energy and experience to bring to our families and children? Then we could be looking for you to join our team supporting a range of holiday activities, trips and visits with families and young people in our North Kensington community and beyond.

Trips will include anything from horse riding through to the beach, working farms, theatre shows and cultural experiences. This is an opportunity to help families in our community while gaining experience of working with a small, friendly and supportive charity.

The activity leader takes groups of children and their parents/carers on a range of fun, cultural and educational visits. You will ensure the welfare and safety of your groups and provide a fun, engaging and exciting experience for our families, making sure everyone is included. You will make appropriate travel and meeting arrangements and handle the administration of ticketing as required, ensuring that activities are accessible and helping us to make this a special summer after the challenges of recent years.

The successful applicant will be reliable, organised, sociable and enjoy working with children and families. You will receive a full induction, and support from the Family Programme team.

## Key duties & responsibilities

The Family Programme Summer Activity Leader has responsibility for:

- Leading groups of families on activities and trips on four weekdays of each week, with one weekday off
- You will be required to work flexibly, as times may vary, but most trips will take place between 9:30AM-5:30PM

- Taking groups to and from Nova's base in Ladbroke Grove and facilitating group access as required
- Undertaking activity administration, including taking registers, assisting with meeting arrangements, group travel and ticketing as may be required
- Ensuring safety and welfare of all participants at all times
- Undertake some activity evaluation where appropriate
- Working closely with the Family Programme team to ensure the Summer Programme is delivered according to plan
- Cooperating with and supporting partners and staff at activity venues
- Ensuring that all Nova organisational policies and procedures are correctly followed at all times
- Ensuring you have all the necessary information and paperwork to lead trips and activities prior to them taking place
- Assisting with risk assessments and recording attendance on Nova systems at the conclusion of activities

### **Skills and Attributes**

- Committed to equality and diversity
- Resilient with a flexible, 'can-do' approach to work
- A team player and able to build rapport and engage with a diverse range of people
- Confident and outgoing
- Organised and IT literate
- Ability to work in a high-pressured environment
- Confident public speaker
- Able to dynamically risk assess scenarios and areas
- Some prior experience of youth and community support work or groupwork would be desirable

### **Legal Requirements**

- Eligibility to live and work in the UK
- Enhanced DBS Disclosure

**To apply:** Please send your CV and a short covering letter to [marija.mirazic@novanew.org.uk](mailto:marija.mirazic@novanew.org.uk)

*Nova New Opportunities is committed to safeguarding and promoting the welfare of children and vulnerable adults. As part of our Safeguarding Policy, you will be asked to explain any gaps in your work and education history. You will also be required to undergo a DBS Enhanced Disclosure check and provide the contact details of at least 2 referees, who will be asked specifically if they have any concerns about your suitability to work with people under 18. Evidence of eligibility to work in the UK must be provided at interview stage.*