

Holiday Club – Holiday Club Assistant Brief

Job Application Pack

If you need this pack in a different format, please contact our Admin & Finance Assistant jamie@triggerstuff.co.uk or phone 0117 403 4260.



Holiday Club by Trigger, 2024

ABOUT HOLIDAY CLUB

At our Holiday Club this Summer, children aged 5-10 years old will embark on an exhilarating two weeks of imagination and creativity through an unforgettable journey of arts, crafts, and outdoor adventures.

Under the expert guidance of Trigger's workshop leaders, seasoned local artists and in collaboration with our partners, Mendip Hills National Landscape, children will spend their days immersed in nature; building dens, following hidden trails, and discovering the stories of the nature on their doorsteps. Alongside these adventures, they'll dive into theatre games, storytelling, arts & crafts, and imaginative play inspired by the natural world.

ABOUT THE ROLE



Trigger are seeking a proactive and enthusiastic childcare and/or creative practitioner to join our Holiday Club team, assisting the delivery across two weeks of fun-filled arts and nature activities for 5-10 yr olds from 17th - 28th August 2026.

You will have experience working with children and young people, supporting the delivery of workshops, lessons or activities in a recreational or educational context. You will be a creative and collaborative team-player, preferably with a background or interest in the arts, craft or a practical nature-based expertise.

You will work closely with the Trigger Team and Holiday Club Manager to deliver a fun, engaging and creatively inspiring programme for children aged 5-11 years old. At our Holiday Club this Summer, the children will embark on an exhilarating two weeks of imagination and creativity through an unforgettable journey of arts, crafts, and outdoor adventures.

ROLE SUMMARY

Responsible to: Holiday Club Manager

Working with: Trigger's Creative Director and Production Assistant

Key Responsibilities

- Assist in the setup and organisation of materials required for both indoor and outdoor activities.
- Ensure that all necessary supplies are ready and available for each day's planned activities.
- Prepare designated areas for activities before the children arrive.
- Clean and organize these areas at the end of each day.
- Actively supervise and engage with up to 24 children aged 5-10 during all scheduled activities including during off-site trips.
- Ensure required safety ratio of adults to children are adhered to and not exceeded
- Ensure children are participating safely and appropriately.
- Proactively identify and report health and safety concerns, assisting the Holiday Club Manager in maintaining a safe environment.
- Be vigilant and proactive in addressing any potential safety issues.
- Review attendance lists and make self-familiar with those who have any access needs/allergies etc
- Assist in managing children's behaviour to encourage positive interactions and resolve conflicts.
- Implement strategies to maintain a harmonious group dynamic.
- Help organize and lead various arts and nature activities, both indoors and outdoors.
- Provide hands-on support to children, helping them engage fully in the activities.
- Maintain clear and effective communication with Workshop Leaders, children, and parents as needed.
- Foster a positive and inclusive atmosphere through enthusiastic and patient interactions.
- Work cohesively with other staff members to ensure the smooth running of daily activities.
- Clean and organise activity areas at the end of the day, ensuring materials and equipment are safe and ready for future use.
- Participate in daily briefings and debriefs with Workshop Leaders to review and improve session plans.
- Ensure timely arrival and departure from The Skylark for all assigned days.
- Provide own transportation as required for the role.
- Complete and provide documentation for an enhanced DBS check prior to the start date.



- Adhere to all organizational policies and procedures, including Safeguarding, Health and Safety, Code of Conduct, Confidentiality, and Data Protection policies.
- Support the Holiday Club Manager with other tasks as needed.
- Contribute to programme evaluation by collecting feedback from children and parents.

The role is likely to involve:

- Physical lifting.
- Being on your feet for extended periods of time.
- Spending time outdoors on uneven terrain + unknown weather conditions.
- Performing first aid.
- Providing some pastoral care which may involve helping children use bathroom.

DESIRABLE KNOWLEDGE & EXPERIENCE

- 2+ years experience working with children & young people.
- Experience facilitating workshops / activities for/with children & young people.
- Excellent communication and interpersonal skills.
- Enhanced DBS check dated within last 2 years and proof of participation in update service.
- Ability to work effectively as part of a team.
- Enthusiasm, patience and a proactive, solutions-oriented attitude.
- Access to and provision of transport to travel to North Somerset location for the days required.

LOCATION

The Skylark, Blagdon Baptist Church, Mead Lane ,Blagdon ,Bristol ,BS40 7UA

FEES

Total fee: £1,430

£130 day rate x 11 days (1 day prep, 10 days delivery)

HOW TO APPLY

To apply for the position, please provide the following information to recruitment@triggerstuff.co.uk by **Tuesday 7th April at 9am**

- A comprehensive CV detailing your education and work experience (no more than 2 A4 pages)
- A covering letter outlining your experience and suitability for the role and how your experience matches the role summary (no more than 2 A4 pages)
- A completed equal opportunities form available [HERE](#)

We also accept the above information in video or sound format.

Please note, any incomplete applications received will not be considered.

Successful applicants will be asked to provide 2 referees. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'Trigger Holiday Club Assistant Application' in the subject line to recruitment@triggerstuff.co.uk.

Application Deadline: Tuesday 7th April at 9am



Interviews: w/c 20th April

EQUAL OPPORTUNITIES

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Trigger strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Trigger welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point, the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.