

October 2026

Dear candidate

Re: Sessional Activities Assistant

Thank you for your interest in The Stuart Low Trust's **Sessional Activities Assistant** position.

Please find in the application pack:

- The job descriptions for Friday Evening Events, Saturday Wellbeing Workshops and Sunday Philosophy Forum roles
- The background information for this position
- Equality opportunities monitoring form

Please send your CV, covering letter stating your suitability for this role and completed equal opportunities monitoring form via email to mark@slt.org.uk.

Please declare if you have any convictions that are unspent under the Rehabilitation of Offender's Act 1974.

To complete your covering letter, please clearly address each criterion of the job's person specification ON THE FOLLOWING PAGE of this letter and provide evidence to support your responses. You will be shortlisted for interview if you demonstrate how you fulfil the criteria of this Person Specification.

To download an application pack, please visit <https://www.slt.org.uk/vacancies/>

For application enquiries please contact SLT's Chief Executive, Mark Gillham mark@slt.org.uk

Deadline for applications: **Sunday, 29th November 2026 at 12midnight**
Interviews: **Tuesday, 8 December 2026 (in person)**
Estimated Start: **January 2027**

Yours faithfully

The Stuart Low Trust

PLEASE SEE NEXT PAGE for Job Person specification

Person specification
for the Sessional Activities Assistant position –
 combining Friday Evening Events, Saturday Wellbeing Workshops
 and Sunday Philosophy Forum roles

- **Experience:** Assisting with the running of events in social care or community settings.
- **Experience:** Setting up PA/electronic equipment is desirable.
- **Empathy and understanding:** Sensitivity towards participants experiencing mental health issues, mobility challenges and health conditions.
- **Communication skills:** Excellent verbal communication for making announcements and engaging with participants. Friendly and approachable manner to create a welcoming environment.
- **Organisational skills:** Ability to manage time effectively and ensure all tasks are completed efficiently.
- **Attention to detail:** Ensure the venue is set up correctly and safely. Ensure that paperwork is completed fully and accurately.
- **Boundaries:** Understanding of professional boundaries working with participants and managing confidentiality.
- **Safety awareness:** Understanding of basic health and safety procedures and Safeguarding Adults legislation. Ability to move tables and chairs safely.
- **Teamwork:** Ability to work collaboratively with the Host, volunteer leaders and other staff members.
- **Flexibility and reliability:** Adaptability to assist with various tasks as needed and reliable/punctual to fulfil agreed session commitments.
- **Calm under pressure:** Maintain composure in a busy environment and handle any incidents calmly.

Availability required

- Friday evening events 5.30pm-9.30pm
- Saturday afternoons 1.15pm-3.45pm
- Sunday afternoons 3.15pm-6.15pm

Other job Requirements

- An up-to-date DBS check to be completed by SLT at the start of your employment
- 2 satisfactory references