



WOLVES
LANE
CENTRE

WOOD GREEN, N22

SEPTEMBER 2026

RECRUITMENT PACK

SESSIONAL EVENTS ASSISTANT



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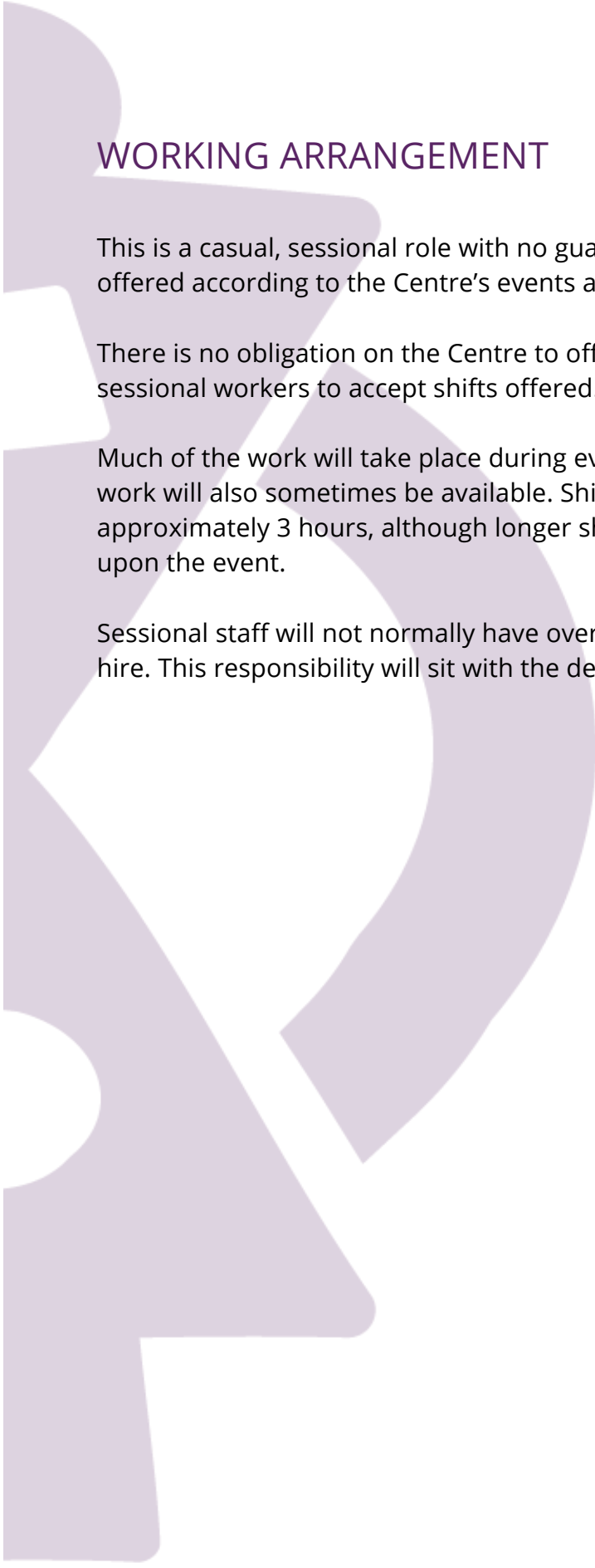
- JobTitle: Sessional Events Assistant
- Organisation: Wolves Lane Centre
- Reports to: Sessional Events Manager
- Salary: £17.00 per hour, inclusive of rolled-up statutory holiday pay
- Location: Wolves Lane Centre, Wood Green, N22 5JD
- Hours: Casual/sessional – primarily evenings and weekends, some weekday work.

ABOUT THE ROLE

To provide practical, welcoming and reliable support for events and private hires taking place at Wolves Lane Centre. Working as part of a team, you will help prepare spaces, welcome visitors and hirers, support the smooth and safe running of events, and help to ensure that facilities are left clean and tidy and ready for the next event.

The exact duties will vary according to the nature of the event or hire but may include:

- Setting up event spaces including arranging tables, chairs and other equipment
- Preparing spaces before hirers, guests or participants arrive
- Welcoming hirers, visitors and guests
- Directing people around the site, providing information when needed and helping with accessibility requirements
- Providing assistance to the Sessional Manager, hirer or event team
- Undertaking simple checks of event spaces, toilets and communal facilities before and during events
- Helping keep spaces clean, tidy, safe and welcoming
- Clearing, cleaning and resetting spaces after events
- Assisting with the safe opening and closing of event areas, where required
- Following instructions relating to fire safety, emergency procedures, safeguarding, health & safety and security
- Reporting accidents, incidents, damage or concerns promptly to the Sessional Manager
- Treating all visitors, colleagues, hirers and members of the community with courtesy and respect
- Undertaking other reasonable duties required for the safe and successful running of an event or hire



WORKING ARRANGEMENT

This is a casual, sessional role with no guaranteed hours or work. Shifts will be offered according to the Centre's events and hire programme.

There is no obligation on the Centre to offer shifts and there is no obligation on sessional workers to accept shifts offered.

Much of the work will take place during evenings and weekends, although weekday work will also sometimes be available. Shifts will normally be for a minimum of approximately 3 hours, although longer shifts will frequently be required depending upon the event.

Sessional staff will not normally have overall responsibility for managing an event or hire. This responsibility will sit with the designated Sessional Manager.

ABOUT WOLVES LANE CENTRE

Wolves Lane Centre is a former council-run plant nursery and community food growing site in the heart of North London. Today it is a multi-use horticultural centre where food growing, learning, enterprise and community life come together. The site is home to a range of growers, programmes, and partners, including Black Rootz, a Ubele project, grounded in social justice, food heritage, and growing practices from across the diaspora.

Our vision is of a thriving, community-rooted food growing and learning space where land, food and people are deeply connected, and where diverse and marginalised communities shape how food is grown, shared, and understood.

Our mission is to grow food using agroecological and ecologically responsible methods, to create accessible pathways into volunteering, learning and land-based work. Using food and growing as a tool for community wellbeing, skill building, and empowerment. We also act as a platform for collaboration between grassroots groups, growers, educators, and enterprises working towards fairer food systems.

ABOUT THE UBELE INITIATIVE

The Ubele Initiative was established in 2014 as an African Diaspora-led intergenerational social enterprise. In 2023 Ubele became a not-for-profit community interest company (CIC)

Our mission is helping to build more sustainable Black and racially minoritised communities across the UK. Over the past few years, we have designed and delivered a wide range of local, regional, national, and international initiatives which seek to create and build community wealth. We do this by pursuing the objectives in our strategy, for which we have recently undertaken a review.

Ubele supports community-led organisations and groups with their community assets (people, organisations, and physical space). We use social action, community enterprise development, participatory learning & skills development, and next-generation leadership initiatives.

You can find further information about us here: www.ubele.org

HOW TO APPLY

Please submit your CV and a supporting statement to recruitment@ubele.org. Applicants must be legally eligible to work in the UK. Appointment is also subject to current and suitable DBS check, and at least two character references.

Once we receive your application you will be sent a link to our diversity form which assists us in measuring the diversity within our recruitment processes. This form is voluntary, anonymous and confidential, only accessible by our HR team. The answers you give are in no way linked to your application and cannot be traced to your name.

The Ubele Initiative CIC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We particularly encourage applications from communities that have historically been excluded from philanthropy and from underrepresented groups including candidates who are LGBTQ+, from Black and racially-minoritised communities, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, and from less advantaged socioeconomic backgrounds. Please notify us if you require any reasonable adjustments to be made to the recruitment process by sending an email to recruitment@ubele.org with your request.

The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties and will be subject to review from time to time. The post holder may be required to undertake such other duties as may be required.

This vacancy may be closed early if sufficient applications have been submitted. It is our policy to review all applications within two weeks of the stated closing date. All candidates will be informed of the outcome of their application.

Thank you for your time and consideration and we look forward to receiving your application.



@ubeleinitiative
<https://ubele.org/>