**VOLUNTEER TASK DESCRIPTION**

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| **Volunteer Support Assistant** |
| Organisation Name  | Maternity Stream of the City of Sanctuary  |
| Organisation Overview  | We are a registered charity made up of a network of women from varied backgrounds who strive to improve maternity care and services for AS&R women. |
| Role Title  | Volunteer Support Assistant  |
| Location of Position  | Leeds/ Bradford |
| Responsible to  | Project manager |
| Purpose/summary role  | To support our meetings |
| Description of the tasks | Tasks will include: * Support the development of our monthly peer support meetings and activities
* Contact volunteers
* Play with the children in the meeting
* Write meeting minutes
* Input data onto the Dropbox
* Share your skills and training
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| Time commitment  | This role will involve a commitment of 3 hours a month |
| Skills and Qualification  | * Willingness to empathise and learn about refugee and asylum seekers issues
* Experience working with low level of English speakers
* Good level of English spoken
* Good communication skills
* Good active listening skills
* A people person
* Work well with and contribute to a team
* Able to use your own initiative
* Self management
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| Reimbursement of expenses  | Travel expenses are provided  |
| Benefits to the volunteer  | * Feel that you are helping people
* Meeting people from different cultures
* Part of a thriving charity
* Get involved in our trips and activities
* New skills for your CV including time management, active listening skills, supporting people in a challenging situation
* Make friends
* Experience of volunteering in the UK
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| Application procedure & person specifications for application process, e.g. DBS checks, references (if appropriate) | Please fill in the application form via our website or email maha@maternity.cityofsanctuary.org. |