

**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 |
| 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 |
| 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 |
| 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. |