

# Little Stars Children's Centre

## Volunteer Task Description and Person Specification



<b>Role</b>	Children's Centre Volunteer
<b>Reporting to</b>	Family and Parenting Manager
<b>Time Period</b>	On going

At Little Stars Children's Centre there will always be plenty to do and we appreciate and respect the roles volunteers take on board to support us and the local community.

The variety of roles will mean there is something to suit everybody.

### Task available for volunteers

- To help prepare, plan and deliver Centre activities
- Support the administration team
- Helping at reception
- Making the Centre look welcoming
- To help organise and support community events
- To help with consultation events
- To help distribute publicity about the Centres services
- To represent and promote the Children's Centre within your community
- To attend local meetings or presentations with Children's Centre staff
- To come up with ideas for donations where appropriate
- To help with fundraising initiatives and activities
- Gardening and keeping our outside spaces looking good
- To actively promote the charity providing information about the services Child Dynamix has to offer
- To support and engage others in charity event opportunities

## Personal Qualities

<p><b>Relevant experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience of working with children and families</li> <li>• Bringing up own family or looking after others children</li> <li>• A good understanding and willingness to follow health and safety procedures as well as manual handling procedures when moving or lifting equipment.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Happy to communicate with different people</li> <li>• Comfortable in different social Settings</li> <li>• Enthusiastic about the Child Dynamix vision</li> <li>• Willing to develop skills around working with confidence in the community</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• A desire to undertake role specific training and a commitment to learning</li> </ul>	<p><b>Communication skills</b></p> <ul style="list-style-type: none"> <li>• Able to communicate with children and families</li> <li>• Contactable via telephone and/or email</li> <li>• Happy to talk with other volunteers at team meeting</li> </ul>
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Happy to work under the guidance and support of the Family and Parenting Manager</li> <li>• Maintain regular contact with the Family and Parenting Manager</li> <li>• Happy to work with other Volunteers and be supportive to others</li> <li>• Able to maintain confidentiality</li> <li>• Keep any receipts needed to claim expenses</li> <li>• Able to manage your own time, and be punctual and presentable</li> <li>• Able to use your initiative and ask for support when needed</li> </ul>	<p><b>Respect</b></p> <ul style="list-style-type: none"> <li>• Respect for others’ opinions, beliefs and points of view</li> <li>• Has empathy for children, young people, adults and families that the Children’s Centre and our partner agencies work with</li> <li>• Comply with all policies, procedures and code of conduct set by Child Dynamix</li> </ul>

Due to the nature of this volunteering work the provisions of Section 4(2) of the 1974 Rehabilitation of Offenders Act do not apply.

Information about convictions, which for other purposes are “spent” must therefore be disclosed but may not exclude you from becoming a volunteer with Child Dynamix.

Applicants will need to give permission for an enhanced Disclosure and Barring Service check to be made.

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