

# Task Description and Person Specification

## Family Hub Volunteer

### Aims

- To help assist the Family Hub in delivering high quality activities and events that help enrich family life
- To actively promote the charity, providing information about the services Child Dynamix has to offer
- To uphold safeguarding, health and safety, and organisational values at all times

### Tasks

Tasks will vary dependent on the day-to-day needs of the Family Hub, but can include the following:

- Planning and delivering activities and experiences for families in the Family Hub
- Supervising families and children during activities
- Supporting staff with setting up and tidying away activities
- Supporting the reception team with administrative tasks
- Helping maintain a clean, safe, and organised environment
- Representing and promoting the Family Hub within the local community
- Observing and reporting any concerns about children's wellbeing to staff

## Person Specification

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| <p><b>Experience &amp; Knowledge</b></p> <ul style="list-style-type: none"> <li>• Previous experience of working with children and families (including raising a family, babysitting, fostering...)</li> <li>• An understanding of and willingness to follow health and safety procedures and Safeguarding policies</li> </ul>   | <p><b>Skills &amp; Competencies</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate confidently with children and families alike</li> <li>• Ability to work within a team and follow instructions</li> <li>• Organisational skills</li> <li>• Good level of spoken English</li> </ul> |
| <p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Friendly, warm, and approachable manner</li> <li>• Willingness to learn and take direction</li> <li>• Enthusiastic and positive</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>Values</b></p> <ul style="list-style-type: none"> <li>• Treats everyone with respect and in an inclusive manner</li> <li>• Acts with honesty, integrity, and professionalism</li> <li>• Promotes a safe, caring, and supportive atmosphere</li> </ul>   |
| <p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• Due to the nature of this volunteering work, the provisions of Section 4(2) of the 1974 Rehabilitation of Offenders Act do <b>not</b> apply. Information about convictions, even those which are 'spent' must be disclosed</li> <li>• Applicants will be required to undergo an Enhanced Disclosure and Barring Service before they can begin volunteering</li> <li>• Volunteers must comply with all policies, procedures and code of conduct set by Child Dynamix</li> <li>• Ability to maintain confidentiality at all times</li> </ul> |   |