**Volunteer Role Description and Person Specification**

**Project name:** BWA (Berkshire Women’s Aid)

**Location**: Reading

Team: Choices Team

**Role title**: Choices Group Work Volunteer

**Managed and supported by**: Volunteer Coordinator / Group Worker & facilitator

Purpose: To assist group facilitator in a six week programme which helps victims explore the dynamics both of healthy and abusive relationships, the impact of abuse on children, different characteristics of perpetrators and early warning signs as well as develop skills and strategies of staying safe and building self esteem.

To sustain the group work sessions, we rely on recruiting volunteers who can assist the professional group work facilitators in providing a range of support.

**Role Description: (After training)**

* Setting up and clearing away (making sure that the rooms are set up appropriately and returned to their original state)
* Preparing and serving refreshments and clearing away
* Socialising with group members - keep the conversation flowing and check everyone is comfortable and happy.
* Assisting in completing basic admin of groups to ensure that records of attendees are kept up to date.
* Assisting in publicising activities within the venue to attract more participants.
* liaise and co-ordinate with Group facilitator & other team members to provide a cohesive, high quality service
* Attendance at our induction and relevant trainings and clinical supervision sessions.
* Be empathetic towards the needs of the clients
* Act to provide a non-directive, non-judgemental service to clients
* To work within the job remit of the Volunteer Group Work Assistant.

**Person Specification:**

* + An understanding of the issues faced by our client group.
	+ Able to respect and maintain confidentiality.
* Some basic knowledge of domestic violence, housing, benefits issues.
* Good communication skills.
* The ability to work as a team member.
* Have a mature, empathic and non-judgemental attitude to service users.
* Cheerful & friendly personality
* Good English language and communication skills
* Understand the principles of equal opportunity and diversity.
* Willingness to attend regular supervision and adopt a self reflective approach to learning.
* Good computer and keyboard skills.
* complete enhanced DBS and references check
* The role is exempt under the Equality Act 2010 pursuant to Schedule 9, Part 1(female applicants only).

**Time Commitment:**

For this particular role it runs during term time only and would ask that you are available for a minimum of 1 day per week for at least a six month period.

Attendance of the training program is essential before all placements can be started, and completion of a DBS application and reference checks are in needed prior to commencing the training.

Recruitment contact: Helen Pegg – Office Manager

Please call 01189 500182 or email helen@bwaid.org.uk