Home-Start Newcastle Borough

**Volunteer Role Profile**

**Home-Start Together, Community Group Volunteer**

**Office base:** Maryhill Children’s Centre, Gloucester Road, Kidsgrove, Stoke-on-Trent, ST7 4DJ

**Commitment:** 1 – 4 hours a week

**Supported by:** Community engagement worker

**Purpose of the role;**

Volunteers in this role will support the community engagement worker to deliver our community group session for families with children aged 0 – 4 years old in the Newcastle-under-Lyme and Kidsgrove area as part of our Big Lottery funded project. Volunteers may choose to support with tall aspects of the role, or may wish to help with specific tasks, such as just setting up or only with the sessions themselves.

**Role responsibilities**

* Assist the community engagement worker with the setting up, delivery and clearing away for the community group sessions. This includes:
  + getting the activities ready, setting up the room for activities and refreshments ensuring the room layout is appropriate for the session’s activities.
  + Taking the lead in activities such as, singing, reading stories, playing musical instruments, helping with arts and crafts.
  + Preparing and handing out refreshments to parents and children
  + Tidying away, packing up activities, moving tables/ chairs, washing up once the sessions end.
  + Supporting parents by providing emotional support, advice and information regrading any concerns or worries
  + Ensuring health and safety practices are being carried out throughout the sessions.
* Assist the parents with engagement of the group session as per session requirements, encouraging parents to join in activities with their children.
* Engage with the families and promote the other areas of the Parent Together project.
* Promote the opportunity for volunteering for the Parent Together project.
* Use your safeguarding level 1 knowledge to ensure the safety and protection of all children, young people, and adults.
* To ensure equality of opportunity, fairness, and diversity in all aspects of the scheme’s work.
* Attend regular supervision meetings (may be virtual) with the volunteer co-ordinator.
* To record your volunteering time, and complete an expense claim form each month
* To maintain confidentiality of personal and confidential information regarding families and staff in accordance with Home-Start policy.

**Safeguarding**

* Provide emotional support to the family on any Child in Need plan or Child Protection Plan provided by /with Social Worker if appropriate.
* Use your safeguarding level 1 knowledge to ensure the safety and protection of all children, young people, and adults, and raise any concerns with the Volunteer Co-ordinator.
* Report any safeguarding concerns to the Community engagement worker or Coordinator as soon as possible following a session

**Admin Development & Training**

* Attend and engage in regular supervision meetings (may be virtual) with the volunteer co-ordinator.
* Engage and complete identified training to benefit your role
* Identify own learning and personal development ambitions as part of your ongoing supervisor with the Coordinator
* To keep up to date, case notes in accordance with procedures and guidance.
* To record your volunteering time, and complete an expense claim form each month

**Training provided.**

* All volunteers for this role will be required to complete the full home visiting course of preparation.
* Safeguarding Level 1 must be attended.
* Basic first aid
* Food hygiene
* Basic Makaton training
* There are various free training opportunities that will be available to all volunteers. These may be virtual or face to face. These often include training around mental health awareness, early year’s development and domestic abuse awareness.
* All volunteers will have the opportunity to identify individual learning, development and training objectives with the Volunteer Coordinator during regular supervisions.

**Skills and requirements**

* Volunteers must be reliable and show commitment to supporting both Home-Start and Home-Start families
* Volunteers should be able to show a flexible approach where possible.
* All volunteers must have good communication skills with Home-Start staff and families.
* Volunteers need to have a friendly disposition and be open and honest.
* Home-Start volunteers must be non-judgemental.
* Volunteers should be able to build positive relationships with families.
* Volunteers need to have a good understanding and awareness of professional boundaries and ensure these are adhered to at all times.
* Volunteers must show good time keeping.
* Volunteers must be able to travel to and from Maryhill children’s centre either by car or reliable public transport.