



ROLE DESCRIPTION – Volunteer



Role Name	<i>YEI/Talent Match Volunteer Youth Worker</i>								
Reports To	<i>Youth Employment Initiative and Talent Match Coordinator</i>								
Opportunity Length (if applicable)									
Days / Times		Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Total
	Morning		X	X	X				
	Afternoon		X	X	X				
	Evening								
Location	Goodwin Community College								

Summary of role

*As a **YEI/Talent match volunteer youth worker** you can expect to be involved in all aspects of Goodwin’s YEI/TM service. This includes assisting the staff at the Goodwin Community College delivering co-design sessions to support young people’s personal and social development.*

Main Duties

1	<i>Welcoming service users</i>
2	<i>Building meaningful and professional working relationships with young people</i>
3	<i>Actively responding to young people’s needs</i>
4	<i>Assisting in the planning and delivery of youth projects and activities</i>
5	<i>Supporting the development and the maintaining of a co-designed service with young people</i>
6	<i>Assisting in the monitoring and evaluation of activities</i>
7	<i>General housekeeping and setting-up duties</i>

Rights and Benefits to the Volunteer

- To have a clear written outline of duties and responsibilities
- To have the right to refuse unrealistic demands beyond the scope of the role or their skills
- To be treated fairly and equally
- To be given the same protection as paid workers under Health & Safety regulations
- To be protected by Public Liability insurance
- To have any necessary guidance regarding the organisation’s Confidentiality Policy
- Not to be financially ‘out-of-pocket’ due to voluntary work
- To receive appropriate training in accordance with their role description

- To receive proper induction and supervision and to know who their Supervisor is and to have regular access to them
- Not to be used instead of paid workers
- To have a clear understanding of their time commitment
- To have in place a system where any cause of concern or complaint can be properly addressed
- To be provided with the appropriate tools and equipment enabling them to carry out their task/role

General

The above duties are not exhaustive and may vary without changing the character of the placement/voluntary role. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

The role holder must be flexible to ensure the operational needs of Goodwin Development Trust and partnership organisations are met. This includes undertaking duties of a similar nature and responsibility as and when required.

GDT is committed to safeguarding and promoting the welfare of every child, vulnerable adult and service user and expects all staff, volunteers and trainees to share this commitment and participate in training as required. The post holder shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination and will be expected to promote and follow all current Goodwin Development Trust policies and procedures.

It is Goodwin Development Trust's policy that all trustees, staff, volunteers and trainees (as applicable) undergo a Disclosure & Barring Service (DBS) check prior recruitment and every 3 years thereafter for roles working within child or vulnerable adult work forces.

The Health & Safety at Work Act (1974) and other legislation places responsibilities for Health and Safety on all employees. Therefore it is the role holder's responsibility to take reasonable care for the health and welfare of him/herself and others in accordance with legislation and Goodwin Development Trust's specific Health and Safety policies and procedures. It is the responsibility of the individual to inform the Health & Safety Department and their supervisor (in strictest confidence) of any health related issues which could affect their role duties and require measures to be implemented to ensure the role holder can carry out their duties safely.

Where the role holder is disabled every effort will be made to supply all of the necessary aids, equipment or adaptations to enable him/her to perform the full duties of the role/volunteer opportunity. If however, a certain task proves to be unachievable then role redesign will be given full consideration.

It is the responsibility of the individual to inform the Health and Safety Department (in strictest confidence) of their medical history and any changes which could affect their volunteering duties.

Technical Competencies (Experience, Knowledge and Qualifications)		Essential (E) or Desirable (D)
T1	<i>Reliable, honest, trustworthy with a flexible "can do" approach</i>	<i>Essential</i>
T2	<i>Good People Skills</i>	<i>Essential</i>
T3	<i>Appropriate and clean appearance</i>	<i>Essential</i>
T4	<i>Good communication skills</i>	<i>Essential</i>
T5	<i>Good attitude and pleasant demeanour</i>	<i>Essential</i>
T6	<i>Willingness to undergo an Enhanced DBS check (provided by Goodwin)</i>	<i>Essential</i>

T7	Level 2 qualification in Youth Work	Desirable
T8	Level 1 qualification safeguarding children	Desirable
T9	Up to date qualification in First Aid	Desirable

Department Structure



The details contained in this Role Description reflect the content of the role at the date it was prepared. However, it is inevitable that over time the nature of the role may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the role or the level of responsibility entailed. Consequently the role description will be revised from time to time and Goodwin Development Trust will consult with the volunteer at the appropriate time.

Review Arrangements

Version Effective	July 2016	Review Date	July 2017
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Declaration

Signature of Volunteer		Date
Print Name		
Signature of Line Manager		Date
Print Name		