



Casework Volunteer

Young Roots works directly with young refugees and asylum seekers in Brent and Croydon, aiming to improve their wellbeing and life chances.

We are looking for a volunteer to support our casework service 1 day per week. This is an *office-based role* supporting the Caseworker to make onwards referrals, complete grant applications and record information onto our database. It would also involve assisting with administrative tasks.

Through this role you will gain experience in supporting young refugees and asylum seekers, as well as an understanding of the day-to-day working of a small charity.

All volunteers will need to provide 2 references, undergo a Young Roots DBS check and attend Young Roots safeguarding training. Travel expenses within Greater London are covered.

Young Roots recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage applications from people of all backgrounds. As an organisation that supports refugees, asylum seekers and migrants, we particularly welcome applications from within these communities, as they are currently under-represented in the organisation.

Days: One day per week – Tuesdays, Wednesdays, Thursdays or Fridays (Croydon); Mondays, Tuesdays or Wednesdays (Brent)

Hours: 10:00 – 17:00 If supporting with the Croydon drop in 17:00 – 19:00

Workplace: Croydon Office – CR0 2XX or Brent Office – NW10 2XD

Start date: ASAP in Croydon, end of July in Brent

Application deadline: Rolling deadline – applications will be accepted until the position is filled

Interviews: TBC

Please see below for the role description and person specification and to apply, email completed application forms to london@youngroots.org.uk

ROLE DESCRIPTION

In this role you will:

1. Support the Croydon/Brent Caseworker with casework tasks such as making and recording referrals, completing grant applications and liaising with other organisations regarding appointments for young people. There is also the option of supporting with our Croydon casework drop in on a Thursday evening (5pm-7pm) which is based at a nearby church.
2. Support the monitoring and evaluation of the above activities.
3. Other office-based, administrative tasks to support the team.
4. Report any problems, accidents or concerns to project staff.
5. Read, understand and agree to Young Roots' child protection/safeguarding policy.
6. Attend and take part in training as agreed with the Caseworker and Service Manager.
7. Attend and take part in supervision meetings with the Caseworker when necessary.
8. Inform project staff immediately if you are unable to attend or if you will be late.

PERSON SPECIFICATION

Essential

- Interest and commitment to Young Roots' work
- Excellent attention to detail and organisation skills
- Reliable and punctual
- Good team working skills
- Good command of English
- Good communication skills
- Ability to work independently
- High level of computer literacy, and confidence using a computer for data entry
- Willingness to undergo an enhanced DBS check and take part in safeguarding training

Desirable

- Experience of working or volunteering in a small charity
- Experience using databases