



Youth Activities 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 help with our youth activities 1 day per week. This is an *office-based role* that would be supporting the Project Worker with planning our youth activities and trips. It would also involve assisting with administrative tasks.

Through this role you will gain experience in planning activities for 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 – Mondays, Tuesdays or Wednesdays (Croydon) or Mondays or Thursdays (Brent)

Hours: 10:00 – 17:00

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

Start date: ASAP

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 Project Worker with planning youth activities and trips. Activities include weekly youth groups, English clubs, girls' only activities (Croydon) and a football project (Brent)
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 Project Worker and Service Manager.
7. Attend and take part in supervision meetings with the Project Workers when necessary (usually not more than once a term).
8. Inform project staff immediately if you are unable to attend one or more days 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