**VOLUNTEER ROLE DESCRIPTION**

**Volunteer Role Title:**       Communities Volunteer

**Department:**                     Casework and Helpline

**Place of Volunteering:**    Central Brighton locations.

**Hours of Volunteering:**    4 hrs per week to include Thursday mornings

(9am – 1pm) on a regular basis

**Reporting to:**                  Wellbeing and Recovery worker

**ROLE SUMMARY:**

The RISE Community Hub drop in is a weekly group for women who have had experience of domestic abuse to access support and advice alongside peer support and wellbeing activities.

As the Communities volunteer, you would attend the drop in on a regular basis and help to create a safe and welcoming environment where survivors can connect and engage in activities that promote wellbeing and empowerment. In addition to this you would support the planning and development of services and offers for the RISE survivor community.

*This post is open to female applicants only as being female is deemed to be genuine*

*occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

**GENERAL DUTIES:**

* Assist with setting up space before sessions and tidying up afterwards.
* Greeting clients on arrival and collecting initial information sensitively and in line with organisational procedures and confidentiality policies.
* Provide information and signposting about relevant support in the local area.
* Supporting the delivery of wellbeing activities as directed by session facilitator.
* Admin support for the communities work…EG: planning and liasing with external facilitators delivering activities within the drop in.
* Researching external opportunities and development in the VAWG sector.
* Recording relevant information including on our computerised case note system.
* Work collaboratively with RISE team members and attend supervision and training as required.

**PERSONAL SKILLS & QUALITIES REQUIRED:**

* Awareness of the impact of domestic abuse and trauma.
* Emotional resilience and self-awareness of personal impact of hearing survivor domestic abuse trauma
* Ability to respond to the needs of others sensitively and with consideration of values and beliefs, demonstrating empathy and understanding.
* Ability to maintain professional boundaries and be able to respond to challenging situations in a calm responsive manner.
* Proactive in using support mechanisms available to the role such as formal and informal supervisions, group supervision and Workplace-Chat platform
* Well organised, professional and reliable.
* Ability to understand and work with confidential data.
* Ability to be flexible and work according to the needs of the team.
* At all times you will be expected to protect the safety and security of services, service users, staff, volunteers and buildings, and the confidentiality of records and other information.
* Acknowledge and actively support the rights of women, children and young people who have experienced domestic violence.

**WHAT WE OFFER:**

* Comprehensive induction and training to perform your role effectively.
* Opportunity to support survivors of domestic abuse when they need it most
* Ongoing supervision and support to manage challenges of supporting Survivors of Domestic Abuse.
* Ongoing training opportunities
* Opportunities to attend internal RISE training and meetings
* We will reimburse reasonable expenses needed to perform the role.

**Due to the training needed to prepare you for this role, we ask that you commit to volunteering with us for a minimum of 1 year.  Please do consider if you will be able to make this commitment before applying.**

To apply for this role, you will need to fill in a Rise Volunteer Application form as CVs will not be accepted. Should you receive this without an accompanying application form, please contact the volunteer administrator to request one at: [volunteering@riseuk.org.uk](mailto:volunteering@riseuk.org.uk)