

## Sevenoaks District Volunteer Role Description

**Role Title:** Group Facilitator Stay and Plays

**Reports to:** Senior Early Help Worker

**Placement:** New Ash Green CC, West Kingsdown CC, Spring House CC, Edenbridge CC, Swanley CC

### **Main Duties:**

To support the Early Help Support Worker in delivering Children's Centre services  
Create a welcoming environment for Children, families, young people  
Actively involving parents in their children's learning  
Setting up and clearing away of the group  
Carrying out activities in groups  
Taking photographs in sessions  
Ensuring ground rules are adhered to  
Keeping facilities clean and tidy  
Sign posting to other services  
Where possible attend staff meetings  
Provide information on own observation and feedback from parents to inform planning of services  
Undertake evaluations when required  
Encourage parental feedback  
Promote the Healthy Start Vitamins to parents

### **Knowledge and Skills:**

Creative background  
Good knowledge of IT  
Understanding of Children's Centres or a willingness to learn  
Proactive and outgoing personality  
Understanding of Early Years Foundation Stage or willingness to learn  
Ability to work unsupervised

### **Volunteer commitment Requirements:**

This role would require a minimum of 2-3 hours per week Monday to Friday Morning/Afternoon  
Enhanced DBS check  
Various Safeguarding training  
Prevent training  
Data Protection and Information Governance training  
Other training may also be available as identified in Personal Development Plan