Thanet District Volunteer Role Description

**Role Title:** Events and Outreach support  
**Reports to:** Senior Early Help Worker  
**Placement:** Across Thanet

**Main Duties:**

To support the team with planning, organising and running outreach events  
Complete training and on-going updates as required  
Promoting Thanet Children’s Centre’s groups and services to parents/carers  
Supporting early help workers to run activities for children  
Attend regular meetings with the team

**Knowledge, Skills and Understanding:**

Good IT and computer skills (including knowledge of Microsoft Outlook and Word)  
Understanding of Children’s Centres (Early Help and Preventative Services) or a willingness to learn  
Positive approach and a ‘can do’ attitude  
Proactive and outgoing personality  
Excellent organisational skills  
Excellent attention to detail  
Ability to understand and follow Kent County Council Policies and procedures  
Ability to manage own time and work autonomously

**Volunteer commitment Requirements:**

This role is flexible but would require availability in the school holidays  
Enhanced DBS check  
Commitment to undertaking a volunteer programme  
Commitment to attend own supervision sessions  
Commitment to attend meetings relevant to your role throughout the year  
Other training may also be available as identified in Personal Development Plan

**We require:**

3 posts across Thanet (expected to work across the district or Margate)  
(each post 7.5 hours each – days/times to be negotiated – there needs to be quite a bit of flexibility)  
Each post is school holidays only – although if they want to work all year round they can also take on a groups role