

## 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 Childrens 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***