

Thanet District Volunteer Role Description

Role Title: Group / activity support

Reports to: Senior Early Help Worker

Placement: Across Thanet

Main Duties:

To support the team in delivering groups and activities within the children's centres
Create a welcoming environment for Children, families, young people
Interacting with parents and children to actively involve parents in their children's learning
Encourage parental feedback
Carrying out activities in groups
Ensuring ground rules are adhered to
Keeping facilities clean and tidy
Sign posting to other services
Provide information on own observation and feedback from parents to inform planning of services
To support the team in creating learning journeys
To assist the team with preparing and setting up for the group and clearing away
To assist the team in preparing snack adhering to food hygiene standards
To assist the team in creating an environment that meets EYFS statutory guidelines
Register families with the Childrens Centre
Complete training and on-going updates as required
Promote Thanet Childrens Centre's groups and services to parents/carers
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
Basic knowledge of EYFS (or a willingness to learn)
Positive approach and a 'can do' attitude
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 term time only
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:

2 posts at 6 bells

1 post at Cliftonville

(each post 7.5 hours each – the split of hours to be negotiated)

Location can also be negotiated.

If someone wants more than 7.5 hours we could combine two locations

Each post term time only –although if they want to work all year round they can also take on an events role