

Tunbridge Wells District Volunteer Role Description

Role Title: Group Support

Reports to: Senior Early Help Worker

Placement: (Paddock Wood Outreach – Wesley Centre)

Main Duties:

To support the Early Help Support Worker in delivering Children's Centre
Create a welcoming environment for Children, families, young people
Preparing snack adhering to food hygiene standards
Actively involving parents in their children's learning activities
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 willingness to learn

Volunteer commitment Requirements:

This role would require a minimum of 2-3 hours per week Monday to Friday
Morning/Afternoon/Evening
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