

Volunteer Role Description

Separated Parents Information Programme (SPIP)

Volunteer Relationship Support Worker

Liverpool, Cheshire, Merseyside, Greater Manchester and South Yorkshire

Time commitment: Sessional as and when required and negotiated. Sessions last approximately 4 hours per course and there are up to 10 sessions per month across the area.

How you can help us: This 4 hour course helps parents to become aware of and reduce the impact of conflict on children during the divorce or separation process. Parents are often court ordered to attend such sessions.

Within this role you would help us by supporting existing staff to facilitate these courses and by supporting parents' individual needs to help them complete the session in a positive and safe environment.

What's involved:

- To support the delivery of safe and effective Separated Parents Information Programmes (SPIPS).
- To help staff to keep accurate records, and returning essential and confidential information at the end of each session to the relevant personnel.
- To support parents during the sessions if required, with any issues such as reading, writing and understanding course materials.
- To assist with the preparation of refreshments – tea, coffee, biscuits for course participants during break time.
- Volunteers will need to gain an understanding (appropriate to your role) of, and comply with, all relevant Family Action Policies and Procedures.
- To demonstrate at all times, Family Action's values, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being people focused
 - b) Reflecting a 'can do' approach
 - c) Striving for excellence in everything we do
 - d) Having mutual respect for everyone we work with, work for and support through our services.

This role would suit people who:

- Have good listening skills
- Are supportive without having a patronising manner
- Have confidence to talk within group settings to parents and staff
- Have a good understanding of parenting and co parenting issues
- Some knowledge of IT packages such as Powerpoint

What's in it for you?

- Working within a friendly team in a supportive environment
- Personal achievement and helping to make a difference
- Great for confidence building and presenting within a group setting
- Learning through observation about presentation skills

Training and support you will receive

As a volunteer with Family Action, you will get:

- Access to our standard e-learning package, giving you a great basic introduction to topics such as Safeguarding and Equality and Diversity.
- Face-to-face training to ensure that you are fully equipped with the knowledge and skills needed for this role.
- Regular meetings with your supervisor to discuss any challenges you are facing, and celebrate your progress in the role.
- Ongoing support from your supervisor and the wider team.

Family Action is a safer recruitment employer. Candidates will be subject to DBS checks and references will be required.

We welcome applications from all sections of the community.