

## Volunteer Role Description

### **Bibs & Bobs Assistant**

#### Name of Family Action Service:

Southend Children's Centres

#### Location:

Summercourt Children's Centre, Milton Hall Primary School, Summercourt Road, Westcliff on Sea, SS3 9XX

#### Purpose of Role:

As a Baby Bank Assistant you'll be part of the friendly team providing local families with the essential items they need, such as clothing, nappies, toiletries and larger items such as Moses baskets and buggies.

#### Responsibilities / Role Description:

- Receiving the donations, sorting through items and storing them safely
- Contribute to a non-judgemental, safe space and support families emotional wellbeing where needed
- Listen to the needs of families and help them find items they require
- Introducing families to new opportunities and activities through sign posting to local services and within the Children's Centres
- To champion a co-production approach with families, other volunteers and staff
- To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults
- To comply with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users, volunteers and other members of the community
- To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare

#### Time commitment required:

2-4 hours weekly (flexible)

Attend bi-monthly supervisions for one hour

Attend occasional training and team meetings

#### Skills and Attributes:

- Friendly, empathic and non-judgmental attitude

- An understanding of working with vulnerable families
- Effective communication skills, confident speaking to a diverse range of people and an active listener
- Able to work in a confidential environment
- A strong team player
- Organised and proactive

### **Benefits of Volunteering:**

- An excellent opportunity to develop new and existing skills
- The opportunity to gain experience in health and social care services
- The chance to be at the heart of your local community, meet new people and be part of an enthusiastic team
- Out of pocket expenses
- Training, support and references

### **The Volunteer Recruitment Process:**

- We ask you to complete an application form
- We invite you to an informal meeting to explore your application and suitability for the role. This is also an opportunity for you to ask questions to help you decide for yourself whether the role is right for you
- If it is decided that the role is not for you, there will be an opportunity to explore other volunteering opportunities within the organisation
- If it is decided that you will proceed with your enquiry, you will be asked to provide two references and undertake a DBS check
- Once we received satisfactory references and a DBS check you will be invited to undertake the Induction programme and a start date will be agreed
- You will be provided with ongoing support through regular supervision meetings, regular training and any other support as required

**Contact Natasha at [Natasha.Dillow@family-action.org.uk](mailto:Natasha.Dillow@family-action.org.uk) for an application form**