



Volunteer Role Description

Title: Volunteer Activity Leader

Main Purpose: Working alongside staff and volunteer centre assistants, the Volunteer Activity Leader will deliver various activity sessions following the Change that Lasts model.

Responsible to: Activities Centre Coordinator & Volunteer Mentor & Support Officer.

Location: Safer Wales, Castle House, Castle Street, Cardiff CF10 1BS

Background: Safer Wales Volunteering Service supports Safer Wales projects in helping victims of domestic abuse, sexual violence, and sexual exploitation. For the last 20 years we have been working with victims of domestic violence, rape, sexual abuse, exploitation and hate crime. Following the change that lasts model, Safer Wales Centre is working to help support vulnerable women to access to facilities, activities and other essential items.

Main Duties:

Working alongside centre staff and with the help of volunteer Centre Assistants. Main duties involve:

- Planning and delivering activities approved by the Activities Centre Coordinator.
- To report any safeguarding concerns to the Activities Centre Coordinator and ensure health and safety standards and adhere to the agreed risk assessments in place.
- Maintain a positive and inclusive atmosphere during activities.
- Volunteers will be required to appropriately update any feedback forms, and monitoring forms and to maintain a register of attendance for the sessions.
- Support the women within the group sessions and be open to carrying out one-to-one work.
- Capacity to collaborate successfully with a diverse set of people.
- Maintain confidentiality in accordance with Safer Wales Ltd confidentiality policy.

For further information or to express an interest please email volunteering@saferwales.com



- Provide support, guidance and encouragement to clients.

Training

Volunteers will receive a two-part blended induction and will receive updates on volunteering opportunities. Volunteers will receive all necessary support and information through email, telephone calls and online meetings.

Commitment

The nature of this volunteer role is to provide support to the Safer Wales team and to develop and lead in delivering activities. We ask that volunteers give a minimum commitment to the project of one morning/afternoon a week (Monday – Friday). Hours will range from 09:00 – 4:00 with the possible option of evening hours in the future agreed by the Activities Centre Coordinator and Volunteer Mentor & Support Officer. The role is flexible and can be planned around the role holder's availability.

Equal Opportunities

- Safer Wales is committed to the active promotion of equal opportunities as an employer, and in the provision of all its services. It is the responsibility of all staff and volunteers to ensure the practical application of this policy
- To encourage and promote a more positive and tolerant atmosphere within and outside the organisation on differences based on race, religion, gender, class, language, sexuality, diet, disability etc.

Health and Safety

- Under the Health and Safety at Work Act, all employees and volunteers are required to take care of their own health and that of other employees in complying with their statutory duties
- Face masks and hand sanitisers will be provided. Safer Wales will be following Welsh Government guidance regarding COVID-19.

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Person Specification

- 18 years of age and over
- Non-judgmental
- Approachable
- Reliable
- Adaptable
- Excellent Communication & Listening Skills
- Problem-solving skills
- Empathy and patience
- Basic IT Skills
- Able to work as part of a team
- Creative and confident to deliver sessions around own skill set

Benefits of volunteering with Safer Wales

- An opportunity to learn new skills
- Satisfaction with helping others.
- Working in a team and developing relationships
- Chance to develop personal skills and experience
- Reimbursement of travel costs
- Attend Training opportunities (agreed upon by the Activities Coordinator and Volunteer Mentor & Support Officer.)

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