

Reg. charity no. 1058540

VOLUNTEER YOUR WAY TO WORK

Volunteer your way to work provides tailored volunteering opportunities to gain experience, skills and confidence aimed at making the transition into work easier and less daunting. Working within ESTEEM you will have support of a mentor and staff team during the process, completing with a reference from us, a CV and easier access into meaningful employment.

Activities Assistant

Hours: Regular hours to be confirmed at interview, commitment of 2-6 months required (CV writing drop in Thursday 11am-3pm)

Location: ESTEEM % The Old School House, Ham Road, Shoreham

Responsible to: Youth Coast Project Manager and ESTEEM management team

Interview Required

JOB DESCRIPTION

Attend weekly evening Drop-in and help staff with planning and running activities (ranging from Art and DIY to mental health workshops), cooking the evening meal with the team, playing an active role in including and motivating others as well as liaising with staff to ensure people's voices, opinions and ideas are heard and acted upon.

TYPICAL DUTIES

- Being an active part of the team creating a wide range of ideas for activities particularly for drop in but also other trips and outings.
- Delivering and ensuring planned activities happen.
- Ensuring young adults are able to participate in activities offered and feel included as part of ESTEEM.
- Assisting the volunteer cook in preparing food for activities.
- Listening to and gaining the feedback of those attending activities and championing their ideas.
- Ensuring activities are financially viable and delivered within agreed budget.
- Supporting staff with the recruitment of new young adults to attend drop in sessions.

PERSON SPECIFICATION

- Good listening skills and the ability to hear and correctly feedback the thoughts of others to the rest of the team.

ESTEEM

The Old School House, Ham Road, Shoreham-by-Sea, West Sussex BN43 6PA
01903 854987 hello@esteem.org.uk www.esteem.org.uk

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- A can do practical attitude.
- Willingness to get involved with activities and be an active participant encouraging others to do the same.
- Ability to work as part of a team.
- Friendly and approachable.
- Good organisational skills and the ability to think ahead and plan.
- The ability to think through problems and anticipate issues that may arise and come up with possible solutions.
- The ability to generate new ideas of possible activities and build upon what has happened before.

WHAT YOU CAN EXPECT FROM ESTEEM

At ESTEEM we care about your wellbeing and development. We are committed to support you in making positive change and reaching your goals.

You can expect the following from us,

- New opportunities both in the UK and abroad.
- Support and advice every step of the way.
- 1 hour of vocational mentoring a week with an experienced and professional mentor.
- The opportunity to create an up to date CV which includes new skills learnt within our CV and careers drop in session
- A national accreditation for your voluntary work if you are aged 14- 25 and a certificate of completion from ESTEEM
- Valid experience within the voluntary sector.
- Training in both general work skills as well as those specific to your role.
- A reference for future employment from the ESTEEM staff.
- The opportunity to go on to future work placements with local businesses in different sectors.
- The satisfaction of knowing that you are making a vital difference to the work of ESTEEM and in supporting young adults from a disadvantaged background.

For further information and to arrange an interview please email emma.edwards@esteem.org.uk