



Volunteer Project Worker - After School club

Location: The Abbey Centre, 34 Great Smith Street, Westminster, SW1P 3BU

Responsible to: Tania Faraj, Health and Wellbeing Project Officer

Apply to: Caz – 020 7227 0650 or volunteerinfo@theabbeycentre.org.uk

Hours of work: Mondays 3:15pm - 6:15pm **from 5th September 2022 - July 2023**

Purpose of the Role:

- Assist the project lead
- Engaging with the younger people to ensure they engage and enjoy the sessions

Person Specification:

- Ability to work with people
- Ability to communicate with people from different backgrounds- speaking more than one language is an advantage
- To be able to take directions from project officer
- To think on your feet
- To engage with young people and their parents and or careers

Specific responsibilities include:

- Interacting with young people attending the activities
- Assisting with registers
- Assisting the project officer
- Helping to set up and clear away
- Assist in completing feedback forms with service users
- Take photos from participants
- Helping with the refreshments

Benefits:

- Travel expenses in line with the Abbey Centre's policy
- Reference upon request
- DBS if required
- Refreshments provided