



## **Volunteer Project worker The After School club**

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

**Responsible to:** Health and wellbeing project officer. Tania Faraj

**Apply to:** Caz 0207 227 0650 or [volunteerinfo@theabbeycentre.org.uk](mailto:volunteerinfo@theabbeycentre.org.uk)

**Hours of work:** Mondays 3:45pm-6:15pm **During school term time**

### **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 the 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 of participants
- Helping with the refreshments

### **Benefits:**

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