**JOB DESCRIPTION**

**Young Women’s Group Volunteer**

1. **THE ORGANISATION**

Women’s Enterprising Breakthrough (WEB) is a user-led community based service provider that supports women with complex needs who may be isolated, victimised, discriminated against, have low self-esteem and lack hope. The Centre is based in the economically deprived Bidston ward of Wirral, which has the highest rate of child poverty in the country according to the government’s indices of deprivation. Alongside its services for women, WEB operates Young Women’s Groups one evening per week for age groups 9 – 12, 13 -18.

**2. VALUES AND COMMITMENTS**

* Non judgmental attitude and commitment to equality of opportunity
* A commitment to equality of working practice between paid and unpaid workers
* Understanding of the need for and practice of confidentiality
* A service user-led ethos.
* Respect for self and others
* A belief that everyone has something to contribute

**Young Women’s Groups:**

* Provide the time, space and flexible support to help young women gain confidence and self-esteem
* Provide opportunities for young women to explore personal choices to support their personal growth
* Promote opportunities for young women to have fun whilst gaining skills to enable them to develop their potential and improve their quality of life.

**JOB TITLE**

### Young Women’s Group Volunteer

* Responsible to: Young Women’s Group Manager/Youth & Training Manager

##### LOCATION

Gautby Road Play & Community Centre Birkenhead

##### HOURS

Wednesday evenings 4pm-10pm as required (rotas 6 weeks in advance)

###### 3. GENERAL PURPOSE OF THE POST

Working with young women age 9-18 providing appropriate support and activities within a group setting at the WEB Centre and other venues as appropriate, helping them to recognise their skills and develop their potential.

**4. KEY TASKS & DUTIES**

* Operate within the 2 existing weekly groups for 9-12 & 13-19 yr olds, which operates minimum 48wks per year.
* Making snacks and drinks for young women within the group.
* Continue to involve children and young people in planning 6wk rolling programme of activities, including regular evaluations/adaption of service provision/activities (according to children’s feedback).
* To promote the aims and ethos of the Centre and work in accordance with its policies
* To provide on-going support and encouragement to the Young Women in order to help increase their self-esteem and confidence. This includes both on a 1:1 basis and in small groups
* To provide administration and practical support to the Young Women’s Group Manager where necessary
* To provide practical and emotional support for young women “in crisis” helping them to find and make the most appropriate choices for themselves in their particular circumstances, including making referrals and negotiating with outside bodies and on their behalf
* To liaise and work with other workers and volunteers of the Centre as necessary
* To attend relevant training courses
* To ensure the Health and Safety procedures of the Centre are followed as prescribed by the Health and Safety Policy and Risk Assessment Policy.

**5. ADDITIONAL DUTIES**

It is the nature of the work of the WEB that tasks and responsibilities are, in many circumstances, unpredictable and varied. All volunteers are, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of the volunteer’s job, it will be included in the job description in **4.**