**Volunteer Job Description**

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| **Job Title**  Sanctus Volunteer | |
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| **Department**  Sanctus, YMCA |  |
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| **Reports to**  Sanctus Team Leader | |
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| **Responsible for**  Helping refugees and Asylum seekers |  |
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| **Location**  YMCA North Staffordshire |  |

YMCA is a Christian organisation, committed to Equality and Diversity in the Workplace. YMCA is committed to the safeguarding of children, young people and vulnerable adults.

**Job Purpose**

Sanctus at YMCA North Staffordshire supports asylum seekers and refugees in and around Stoke-on-Trent. It aims to walk alongside people who find their way to this area from all around the world, in a non-judgemental and safe environment. At its Thursday drop-in at the YMCA in Hanley (9am – 1pm), it welcomes women, men and children, of all faiths and none. Volunteers are required to welcome visitors and provide them with food and second-hand clothing from donors. Volunteers who attain a DBS at YMCA can take a role at the Help Desk or look after children whilst their parents are seeking support.

**Duties and responsibilities for volunteers without a DBS**

* Setting up the room with tables and chairs.
* Arranging the fresh food to make it appealing to visitors.
* Sorting out the clothing so asylum seekers and refugees can choose what they need.
* Welcoming visitors.
* Complying fully with all the YMCA's policies and procedures relating to Safeguarding, Equality and Diversity, Professional Boundaries, Confidentiality & Data Protectionand Health and Safety and to undertake training in these areas when required.

**Duties and responsibilities for volunteers with a DBS**

* Supporting asylum seekers and refugees at our Help Desk with advice and help with issues relating to housing, rent, paying bills, and signposting them to other relevant organisations.
* Looking after young children whilst their parents are seeking support.
* Complying fully with all the YMCA's policies and procedures relating to Safeguarding, Equality and Diversity, Professional Boundaries, Confidentiality & Data Protectionand Health and Safety and to undertake training in these areas when required.

**Person Specification**

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| Essential |
| Skills and Ability |
| * Ability to be polite and welcoming. * Good communication skills. * Reliability and trustworthiness. * To be kind and non-judgemental. * To act with integrity. * To be compassionate. |

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| Desirable - over and above essential |
| Knowledge |
| * The ability to speak languages from different countries. * The skill to relate to people who may have suffered in their country of origin. |
| Relevant Experience |
| * Skills or experience in teaching basic English. |