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| JOB DESCRIPTION | |
| **JOB TITLE:** | **Children’s Volunteer (Refuge)** |
| **TERM:** | Casual |
| **RESPONSIBLE TO:** | Family Worker / Child Worker |
| **LOCATION:** | Lisburn |
| **SALARY**: | Voluntary - Expenses & mileage payable only |
| **HOURS / WORK PATTERN:** | Anytime Monday to Friday am or pm |
| **ACCESS NI REQUIREMENTS:** | Enhanced Check & Check of Children’s Barred List\* |
| *\*A copy of the Access NI Code of Practice, Recruitment of Ex-offenders Policy & Storage & Handling of Disclosure Information can be found on our website:* [*https://belfastwomensaid.org.uk/work-with-us/*](https://belfastwomensaid.org.uk/work-with-us/) | |

**Belfast and Lisburn Women’s Aid provides a range of support and accommodation services for women and children experiencing domestic violence.**

**Summary of Post**

To assist staff in providing a safe, fun and caring environment for children whose mothers are using the services of Belfast & Lisburn Women’s Aid. Age of children will vary according to school holiday times, volunteering location, days and time of day. The post holder will receive a comprehensive induction and core training as well as ongoing support from a designated worker.

**Main Responsibilities**

1. Support staff, children and their mothers:

* Assist staff in the provision of children’s activities and programmes
* Provide activities in and away from the organisation’s premises
* Assist staff in providing emotional support to children, building a rapport with the various children and their mothers
* Support staff with ongoing duties for e.g. preparing snacks, tidying, cleaning and ensuring health and safety is maintained at all times
* Assist older children with homework as required (refuge only)
* Bring your own skills and personality to the role for e.g. dance / music / art / baby massage etc.

1. Other

* Work in line with organisational policy e.g. Safeguarding, Health & Safety, Data Protection, Dignity at Work, Code of Conduct, Volunteering
* Complete core training as requested / arranged
* Attend quarterly supervision meetings with designated worker
* Work constructively with team members, other volunteers and managers
* Assist in general refuge duties when playroom is quiet (refuge only)

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| **PERSONNEL SPECIFICATION** | | |
| **Experience** | **Essential** | **Desirable** |
| Enjoys working with children and can easily build a rapport with them | Y |  |
| Previous group / team work with children or young people |  | Y |
| **Skills & Abilities** | **Essential** | **Desirable** |
| Empathetic approach to women and children | Y |  |
| Ability to remain calm while actively listening to sensitive information | Y |  |
| Ability to maintain confidential and professional boundaries | Y |  |
| Ability to communicate clearly | Y |  |
| **Knowledge** | **Essential** | **Desirable** |
| Good knowledge of the services of BLWA and commitment to the vision and ethos of the organisation | Y |  |
| Knowledge and understanding of the causes and effects of domestic violence |  | Y |