**Role Specification**

**Volunteer TITLE**

**Post: Education and Wellbeing Volunteer**

**Reports to**: Emily Wilson Volunteer Manager

**Purpose of the Role:**

To deliver a range of dynamic and engaging education and wellbeing interventions to young people, adults and professionals on a wide range of topics including sexual health, reproductive health, relationships and wellbeing. An outreach role, requiring frequent travel to a range of education and community venues to deliver face to face and digital wholeclass sessions, small group sessions and 1:1 programmes to young people, service users, parents/carers and the wider young people’s work force.

**Commitment: (minimum hourly required if applicable)**

Example: 8 hours per month minimum

**Key Responsibilities:**

* Uphold Brook’s values
* To adhere to the volunteer agreement and code of conduct
* Complete all mandatory elements of your volunteer induction, including training
* Co-preparation and co-delivery of RSE sessions with Brook staff, including professional training
* Support with data collection
* Provide feedback on experiences, lessons learned and case studies.
* Work within national, professional guidelines and Brook’s Protecting People (PPP) policy where there are safeguarding issues with clients, and refer to the Designated Safeguarding teams in accordance with Brook’s Safeguarding referral pathway
* Additional volunteer tasks which arise for your team

**What Expect:**

* You will receive all necessary training (on various RSE topics)
* You will be supported by the Education and Wellbeing Team, including regular supervision from your volunteer manager
* You will have a full induction into your volunteer role
* You will sign a volunteer agreement and code of conduct
* We expect Education and Wellbeing volunteers to volunteer for a minimum of 8 per month to ensure that you and Brook gain benefit from being in role.
* We will reimburse out of pocket expenses, i.e. transport and lunch.
* You will be required to complete a DBS check (this is free for volunteers)

**Benefits to you:**

This role could benefit you in many ways, a few to mention are:

* Insight into a national charity which supports hundreds of thousands of people every year
* Increased RSE knowledge
* Develop skills and knowledge to support your CV
* Provided with accredited training on a wide range of sexual health and wellbeing topics.
* Opportunity to make positive impact to your community and meet likeminded people
* Gain experience in schools, youth work and sexual health fields.
* Increased confidence

**NB:** This job description identifies the key responsibilities and requirements. It is not an

exhaustive list of tasks that need to be completed. Brook reserves the right to amend

the job description as the role develops with the organisation.

*Brook is committed to equality in employment and service delivery and all those working for Brook are expected to actively promote equality and diversity in all aspects of their work.*

*From time to time, due to the needs of the service, undertake other duties that are consistent with your role and banding, including absence cover.*

*This job description and person specification may be subject to review from time to time in consultation with the post-holder.*

**Person Specification**

We recognise our volunteer will come from diverse backgrounds with a range of skills and experiences.

Successful applicants will be able to demonstrate they meet the following criteria;

**Experience:**

* Experience of working to strict quality frameworks
* Able to organise own workload and work without direct supervision

**Skills and Abilities:**

* Communication skills (especially in relation to sexual health topics)
* Be able to use own initiative.
* Have good interpersonal skills and be able to work as part of a team.
* Be reliable and punctual, with good organisational skills.
* Have good IT and written skills, and be able to write basic reports.
* Able to effectively represent the organisation and promote core brand messages

**Knowledge:**

* Knowledge of mandatory Relationships and Sex Education guidelines, or willingness to learn about them
* Supports the aims and work of Brook Services
* Understanding of equality and diversity principles
* Understand professional boundaries and work in a sensitive, confidential and non-judgemental way.

**Other Requirements:**

* Commitment to working outside of normal office hours if required
* Willingness to take accountability for own actions in the delivery of objectives
* Work within Brook’s child protection and safeguarding policies
* Live, work or study in specified location.
* Be committed to volunteering within your local community.
* Demonstrable experience of working with young people in school or youth work settings or with adults in community settings
* Be committed to completing mandatory training requirements and induction plan
* Have an open minded, customer focused attitude with a passion to make a difference.
* Have a ‘hands on’ approach and a ‘can do’ attitude.
* Maintains strict confidentiality concerning all Brook matters
* Be committed to the aims, values and purposes of Brook’s work.

A satisfactory Disclosure and Barring check will apply to this role