New Groups Support

Volunteer Role Description

## **Key Information**

| **Supervised by** | Leanne Powell (Membership & Groups Manager) |
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| **Location** | Home based |
| **Duration** | Long term |
| **Commitment** | 2-3 hours per week |

## Purpose

Support the growth of Woodcraft Folk groups in new areas of the UK by providing support and mentoring to new volunteers. Each year we support between 10-15 new local Woodcraft Folk groups to open. We’re looking for a volunteer to help our Membership team to provide regular support to our prospective new groups.

## Responsibilities

* Respond to new group enquiries
* Maintain regular contact with the new group volunteers, offering advice and support using our guidance materials and policies/procedures.
* Maintain and administer the New groups forum with regular posts, signposting to relevant information and training.
* Support the Membership & Groups manager to maintain new group information pages on the website and guidance materials
* Create social media posts using templates to promote new group guidance, events and celebrate new groups
* Keeping the Membership & Groups manager up to date on the development of new groups.

## Skills & Knowledge Required

## We believe this role is suited to someone who has an interest in working in the youth sector and would like to make the difference by helping to provide more opportunities for young people to get involved in fun and educational activities.

* Some experience in supporting volunteers
* Good written and oral communication skills
* Experience in social media posts, website admin and forums *(desirable)*
* Ability to work with minimal supervision, use own initiative and collaborate with home based staff.

## Volunteering benefits

* Learn new skills and valuable work experience.
* Opportunity to be innovative. Creating new guidance materials and different ways to support volunteers in their work.
* Supporting children and young people to access local activities
* Gain experience in volunteer recruitment & support
* Be part of the youth work and charity sector
* References for employment and further education
* DBS (criminal record check)
* Be part of the Woodcraft Folk community, supporting our aims and principles

## Screening Requirements

| DBS / PVG check | **No** |
| --- | --- |
| References | **Yes** |

*To express interest in this volunteer role, please email leanne.powell@woodcraft.org.uk / Leanne on 020 8126 9339 to arrange an informal discussion.*