

Menphys Limited Volunteer Role Description



Job Title:	Volunteer for the Menphys Saturday Club
Responsible to:	Saturday Club Leader
Hours:	9:45am – 1:15pm Saturday Mornings Term Time
Location:	Barley Croft Community Centre, Leicester

INTRODUCTION

Menphys is a local Leicestershire and Leicester Charity that provides a range of services to children, young people and young adults with disabilities, complex health needs and special educational needs. Menphys has two Saturday Clubs; the Spark Club for aged 8-16 years, and the Fusion Club for 16-25 years providing a quality social space and the opportunity to take part in a range of meaningful activities and experiences in a friendly, supportive and needs-led environment.

PURPOSE

1. To offer additional support to the Club Members in order to achieve the club aims of giving equal opportunity to play, develop and achieve whilst building relationships, friendships and the life skills and self-belief necessary to maximise independence in the future
2. To support the Club Staff to maximise the time spent with the Club Members in order for the team to achieve the club aims
3. To offer experience, training and support for those looking to develop professionally in the areas of education, health, social care or youth work. Alternatively, to offer a meaningful rewarding volunteer experience for anybody who are interested in the work of the Menphys Saturday Clubs

TASKS YOU WILL BE INVOLVED WITH

1. Assisting with the setting up of the Club for opening, and packing away at the end
2. Meeting and greeting Club Members, assisting with coats and bags and escorting to the Club rooms
3. Preparing drinks for the Club Members
4. To offer additional 1-1 support with club activities
5. Assisting Club Members with their packed lunches
6. Assisting with the setting up and clearing away of activities

DESIRABLE SKILLS AND EXPERIENCE FOR THE ROLE

1. Approachable, friendly and enthusiastic
2. The ability to communicate effectively with people of varying ages and abilities
3. Able to use own initiative
4. Reliable and honest
5. Experience of working with children and young people with or without a disability (not essential)

OTHER REQUIRMENTS

1. Two satisfactory references from either previous employers, or from somebody not related to you who is able to give a personal reference
2. A satisfactory DBS check
3. To be able to commit to volunteering on a regular basis.
4. To attend training as required

WHY THIS ROLE?

1. The opportunity to continue to use previously acquired skills and experience, with the opportunity to develop new.
2. To gain experience of working with children and young people with a disability
3. To be part of a friendly and dedicated team
4. To gain workplace experience for your CV improving your employability, and/or to contribute to the valuable work of the Menphys Charity and to the local community.

WHAT SUPPORT WILL I BE GIVEN?

1. We will give you a full induction prior to commencing the role
2. We will offer you any training which would be useful to your role
3. We will provide continuous support, advice and guidance towards paid work if appropriate.

Overarching principles of work

To provide an anti-discriminatory service, that respects people's ethnic, religious, cultural and linguistic backgrounds and to ensure the policies and procedures of Menphys Limited are implemented and followed.