

**Outreach Volunteer**

**About AY Group CIC**

AY Group CIC aims to offer a facility that will provide social, educational, recreational and wellbeing activities in a safe and secure community environment. We will also promote community cohesion through dialogue and discussions at the centre where all groups from diverse backgrounds will be welcome.

**Who are we looking for?**

The role of the outreach volunteer is to promote the work of AY Group CIC to potential clients and stakeholders by engaging with the local community using a variety of methods enabling AY Group CIC to meet its overall target of making a positive contribution to our local community.

**Tasks**

* Research and engage with the local community to identify what their needs are
* Develop key contacts with relevant stakeholders
* Encourage the local community to register with AY Group CIC.
* Arrange outreach sessions using a variety of methods
* Inform clients about the services AY Group CIC offers
* Follow up on outreach session as required

**Skills and qualifications required**

While no formal qualifications are required we would like volunteers to have the following skills:-

* Organisational skills
* Public speaking skills
* Good communication skills both written and spoken
* Experience of engaging with the public and being able to relate to people of different ages
* Understanding of cultural diversity and access issues
* Good networking skills
* Innovation and the ability to develop resources
* Good timekeeping

**Commitment required**

The volunteer will need to be able to attend two to three outreach sessions per week arranged in advance. We need a volunteer to commit to at least three months.

**Induction and Training**

Volunteers will receive a full induction into the organisation and training which is relevant to the role of an AY Group CIC outreach volunteer.

**Support and supervision**

All volunteers will be offered ongoing support by the CEO of AY Group CIC.

**Recruitment process**

Volunteers will need to complete an application form before being invited for an informal discussion with the Director and the CEO.

**Screening**

Volunteers are asked to provide details of two referees on their application form. For volunteers who are unable to provide this information a trial period will be arranged.

**Benefits to the volunteer**

* Gain experience in a third sector organisation
* Develop transferable skills or enhance your existing skills
* A reference for volunteers seeking paid employment. Volunteers must commit to at least three months of volunteering first.