



Catalyst Women Services Volunteer Role Description

Volunteer Role Title	Volunteer Mentor
Location	Local community.
Volunteer Role Description	<p>Aim Provide support and encouragement to vulnerable women in the local area, to enable them to fully integrate back into their communities.</p> <ul style="list-style-type: none"> • Meet as agreed with clients to discuss their progress since the last meeting. Offer practical support where needed, help clients to plan for future and any achievements. • Where required, accompany clients to appointments or probation (if on) job interviews, offering support and guidance where needed. • Regularly liaise with the project manager to ensure they are up to date with client progress and aware of any issues that require further management. • Complete required minimal paperwork to meet organisational and funding requirements. • Regularly discuss with project manager any issues or concerns you have so adequate support can be offered to you. <p>Women's Group Meeting Attendance at Women support Group. Help with supporting the group and co-ordinator, washing up and tidying the room afterwards.</p>
Skills we are looking for	<p>Essential:</p> <ul style="list-style-type: none"> • Empathy for women who are socially isolated, disadvantaged or may have complex issues. • Commitment to working within the Code of Conduct. • Commitment to Equal Opportunity Policy. • Good listening and empathy skills, with a non-judgemental approach. • Ability to keep a record of dates and times of volunteer activity on timesheets provided and to claim authorised out of pocket expenses.

	<ul style="list-style-type: none"> • Willingness to attend training arranged by the co-ordinator. <p>Desirable:</p> <ul style="list-style-type: none"> • Basic understanding of the voluntary sector • Willing to learn and self-aware of own capabilities.
Remuneration	45p per mile to cover travel costs
DBS Check will be required	Yes
Times commitment	Typically an hour meeting with a client every fortnight but is flexible to suit both you, the client's needs and support requirements at the current time.
Contact Name	Annette Greenwood, project manager.
Contact Details	<p>Tel: 01845 523115</p> <p>annette.greenwood@thirskcommunitycare.org.uk</p>