

THE  
**HARBOUR**  
PROJECT

*Reg. charity 1097227*

## Volunteer Advisor and Befriender Description of Activity

<b>TITLE</b>	Volunteer Advisor and Befriender
<b>RESPONSIBLE TO</b>	Drop-In Co-ordinator
<b>HOURS</b>	3.5 hrs per session (including informal meeting beforehand and cleaning up afterwards) Desirable availability 2 sessions per month
<b>LOCATION</b>	The Harbour Drop-in Centre St. Luke's Hall, Broad Street, Swindon SN1 2DS

### **PURPOSE**

To provide a warm welcome to all visitors, basic advice and signposting and help with the general running and upkeep of the Drop-in.

### **PRINCIPAL RESPONSIBILITIES**

### **SESSION ACTIVITY**

- 🌀 To ensure that all visitors are welcomed to the Drop-in
- 🌀 To provide general help and support for visitors to the Drop-in
- 🌀 To provide general help and support to other Harbour volunteers
- 🌀 To implement Harbour policy & practice, in accordance with agreed guidelines
- 🌀 To maintain Drop-in Centre record-keeping systems
- 🌀 To liaise as required/necessary with other Harbour staff and volunteers
- 🌀 To supervise fairly the use of Harbour facilities and equipment

### **PREMISES**

- 🌀 To ensure that both the interior and exterior of the Drop-in are kept clean, safe and tidy
- 🌀 To ensure that the facilities and equipment are clean and safe to use for visitors

## OTHER

- To help to organise trips and events provided by the Harbour in conjunction with staff and trustees
- To help to provide activities which promote the health and mental wellbeing, employability and integration of the visitors
- This specification will be kept under regular review

## VOLUNTEER SPECIFICATION

### Are you...?

- Interested in the aims and activities of The Harbour Project
- Reliable
- A self-starter
- Friendly

### Do you...?

- Consider yourself to have excellent communication and interpersonal skills
- Understand the importance of confidentiality - when it's important not to share information - and when it is
- Understand that Equal Opportunities is not just a policy on a piece of paper

### Do you have experience of...?

- Working in a drop-in centre, befriending people and/or giving advice
- Advocating on behalf of others
- Working in the voluntary sector and/or with refugees and asylum seekers
- I.T. skills, particularly MS Office or equivalent
- Specialist skills which work towards to the aims and objectives of the Harbour Project

**Please note that you do not have to have all the skills outlined above. The most important thing is that you care about our visitors, learn about them and their needs and are willing to share your time and talents however you think best, in conjunction with Harbour staff.**