

THE
HARBOUR
PROJECT

Reg. charity 1097227



Volunteer Movie Night Co-ordinator Description of Activity

TITLE	Volunteer Movie Night Co-ordinator
RESPONSIBLE TO	Project Manager
HOURS	3.5 hrs per session (including setting up and tidying away) Desirable availability 1 session per month
LOCATION	The Harbour Drop-in Centre St. Luke's Hall, Broad Street, Swindon SN1 2DS
PURPOSE	To provide a film night once a month to Harbour visitors.

PRINCIPAL RESPONSIBILITIES

SESSION ACTIVITY

- 🕒 To ensure that all visitors are aware of the Film Nights
- 🕒 To consult with visitors on film requests
- 🕒 To open the Harbour and prepare it for a film viewing
- 🕒 To clean and close the Harbour accordingly
- 🕒 To implement Harbour policy & practice, in accordance with agreed guidelines
- 🕒 To maintain a record of attendees
- 🕒 To liaise as required/necessary with other Harbour staff and volunteers
- 🕒 To supervise fairly the use of Harbour facilities and equipment

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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

- 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...?

- I.T. skills, particularly MS Office or equivalent
- Working with people who do not have English as a first language
- Working with a diverse group of ages and interests
- Working in the voluntary sector and/or with refugees and asylum seekers
- 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.