



## **Participation Project Volunteer**

### **Job Description**

**RESPONSIBLE TO: Participation Worker**

**HOURS: At least 2-3 hours a month**

### **General principles for all Coram Voice staff**

All Coram Voice staff are expected to work in line with our brand, values and management principles, in particular by:

- Building and maintaining meaningful, supportive, mutually empowering relationships with and between colleagues, partners, and children and young people.
- Creating and supporting a friendly and trusting working environment, working flexibly and supporting each other in times of high workload or when life gets difficult.
- Accepting personal responsibility for our work and being accountable for delivering results against those responsibilities.
- Recognising that we all have a role to play in all aspects of Coram Voice's success, in particular in supporting fundraising, storytelling, and involving children and young people in shaping the future of Coram Voice.

### **Purpose of the post**

#### **What is the Participation Project?**

Coram Voice runs a young people's participation project for young people who are involved with Stockport Youth Offending Service. The service aims to support young people to have their say in how the service runs and how it can best support them to achieve positive outcomes.

This includes a young people's panel, focus groups and social group activities.

### **Key Responsibilities**

We are looking for volunteers to help the Participation Worker in running the young people's panel, focus groups or social events.

### **Tasks**

1. Helping to engage the young people in the project by establishing a relationship of trust and support.
2. Helping to promote the young people's developmental, social, emotional, educational, religious and cultural needs.

3. Helping to empower the young people to communicate effectively about what is important to them and their views on the service.
4. Listening to the young people, providing advice and information regarding issues in their life. Where the advice is regarding complex situations to encourage the child (or young person) to seek and accept help and guidance from appropriate services and individuals, this could include a Coram Voice Advocate.
5. To be willing and available to undertake training and supervision with the Participation Worker or Children's Rights Coordinator, both on a one-to-one basis and in group meetings.
6. To complete and return a 6 monthly questionnaire on how the participation project from a volunteers perspective.
7. To refer to the Participation Worker, Children's Rights Coordinator or another manager within Coram Voice any emergency's or concerns about the child's (or young person's) welfare, or safety.
8. To act within the Confidentiality Policy of Coram Voice, keeping any confidential information safely stored. To return any confidential information to the Participation Worker at the end of volunteer role.
9. To act within the Coram Voice and Local Authority safeguarding policies.
10. To keep accurate records of any expenses incurred, and to submit regular claims for these expenses, together with receipts.

(June 2019)