

Volunteer Role Description

Solace Women's Aid supports women and children in London to build safe lives and strong futures, free from domestic and sexual violence and abuse.

Role Title	One Stop Volunteer
Service	Bexley SASS
Work Place Supervisor	Andrea Rae
Location	Bexley Library
Commitment	Wednesday 11am to 4pm
Duration	6 months minimum
Role Description	<p>An exciting opportunity has arisen in Our One Stop Shop. The one stop shop is a point of entry service for survivors of domestic abuse, offering initial support around domestic violence as well as access to other professionals such as a solicitor, MIND, DWP etc.</p> <p>We are looking for a reliable and organised volunteer to assist us with meeting and greeting our Service Users upon arrival and associated admin.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> - Assist with setting up and creating a welcoming environment - Support Service users to complete paperwork - Use our database to record attendance and collect data - Assist in managing the flow of service users - Collect Feedback from service users - Scan & Upload documents <p>The ideal volunteer will have.</p>
Benefits to the volunteer	<p>As part of this role, you will have the opportunity to</p> <ul style="list-style-type: none"> - Gain experience and understanding of Violence against Women and Girls. - Enabling service users to access valuable support that assists in their journey towards safe, independent lives, free from abuse.

	<ul style="list-style-type: none"> - Contribute and support a busy and diverse team. - Play a pivotal role in delivering services. - Build a greater understanding of the sector and other agencies - Shadow staff in different roles
Skills and Qualifications Required	<ul style="list-style-type: none"> - An understanding of the issues faced by survivors and a desire to build on this. - Excellent interpersonal and communication skills - An understanding of professional boundaries and confidentiality - Excellent attention to detail. - Strong organisational skills - Good listening skills and an empathic, non-judgemental approach. - Carry out any other duties appropriate to the role as requested by your supervisor. - Good IT skills
Training Opportunities	<p>Volunteers will be able to access Solace Women’s Aid’s induction and internal volunteer training programme.</p> <p>Full support will be given to help volunteers understand and carry out any aspect of the role as appropriate.</p>
Expenses	<p>As per our Volunteer Policy we will reimburse reasonable travel and lunch expenses. Travel expenses will be reimbursed at a maximum of £20 a day travel card. Agreed lunch expenses up to a maximum of £5.00. These amounts will be reimbursed for those volunteering for over 6 hours in a single day.</p>
Lived Experience	<p>Solace recognises the expertise and perspective that women with lived experience bring to their volunteering roles. We also recognise the potential for re-traumatisation that may occur whilst volunteering. We will therefore consider each volunteer opportunity on a case by case basis, with a focus on the suitability of that individual for that specific role. Suitability for the role will be determined by the Service Manager at the point of interview and will not be solely based on the length of time elapsed since receiving a service. Women cannot volunteer for a service in the same borough as where they received Solace services.</p>
For more information contact	<p>Volunteer Co-ordinator Email: volunteering@solacewomensaid.org Call: 020 3795 9220</p>

At Solace we are committed to creating a diverse and inclusive environment for our volunteers. The Service Users we support come from all backgrounds and we want to reflect that in our volunteering team. We are happy to consider any adjustments you might need to support you in your role. If you would like to discuss this further

with the volunteer team, please contact us at volunteering@solacewomensaid.org.
This will not affect your application.