

## Volunteer Role Description

### Volunteer Program Assistant



#### About CF

CF's vision is to ensure no child is defined by their circumstance. To achieve this, CF partners with schools to engage the most disadvantaged children, creating solutions where necessary to ensure no child is left behind.

CF provides children with additional tutoring and healthy meals; delivering tutoring either one to one or in small groups of 3 students to ensure children get the right amount of support to excel through their educational journey.

#### Role

CF have recently started to work with a number of new schools, and we need extra support to coordinate the delivery of tuition. We have created a new voluntary role to support the operations team, you will be providing a direct impact on the children we work with every day.

As a Volunteer Programme Coordinator you will support the daily delivery of sessions, providing trouble shooting to schools and tutors, ensuring tutoring sessions are delivered on time and session notes are uploaded to the shared drive. As the Coordinator you will prepare a debriefing for each school at the end of the day, escalating any barriers to performance and or safeguarding concerns.

#### Commitment

We are looking for a commitment of 2 or 3 days a week minimum (**Monday to Friday during term time dates, core hours 2-5pm**). The role will require an enhanced DBS clearance before you can start.

Join the CF Team and help children no matter their background reach their full potential and go onto lead happy healthy lives.

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## Volunteer Role Description

### Purpose of the role

Ensure smooth running of daily programmes, working closely with Tutors, Teachers and Head Teachers.

### Specific tasks

- Troubleshooting for a smooth delivery of classes across multiple schools.
- Managing and updating online links for classes.
- Collecting pre and post measurements for each participating student.
- Oversee the recording of daily attendance of both children and tutors.
- Provide a debriefing note or call to schools at the end of each day (including escalating concerns)
- Quality checking the tutor session notes.
- Support impact reporting back to schools.
- Help identify schools wanting to join the cause.

### Skills and Qualities Needed

- An enjoyment of talking to people and engaging multidisciplinary teams.
- An understanding of the Chandran Foundation, how to access our programmes.
- Excellent communication skills.
- A clear, friendly and supportive manner.
- Reliability and good time keeping.
- Enthusiasm for volunteering and the ability to represent CF in a positive effective manner.
- Commitment to at least 2-3 days a week (Mon-Fri and support core hours of 2-5pm).
- Commitment to work during term time dates and duration of at least one term.

### Support and Training

You will be given one to one guidance and support on specific tasks listed above. Moreover, you will be provided additional training on safeguarding, Prevent and GDPR. Where possible and identified with you, we will offer suitable training or reflective practice to meet your needs and deliver specific tasks well.

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## Whats in it for me?

- Have a direct impact on helping children reach their full potential.
- Be part of a supportive team.
- Great working environment at Soho Works in White City.
- A chance to improve or impart your communication, organisational, interpersonal and problem solving skills.
- Increase your safeguarding knowledge and skills.
- Develop programme management and delivery knowledge.
- Boost your CV and future job prospects and gain a written reference after a minimum of 3 months.
- Gain insight into how charities support communities.

## Our expectations of our volunteers

- Commitment to our vision mission and shared values
- Be a team player
- Commitment to put our policies into practice
- Commitment to at least 3 months
- Hybrid roles can be discussed, but dependant on full induction and after a number of months volunteering. The team operate out of Soho Works White City.

## What our volunteers say

Kerry provides administrative support, she says, “Working with the foundation is so incredibly positive. Being able to help others through my work is immensely rewarding and empowering, and definitely makes me feel more fulfilled.”

## What students say

Mo says ‘The support has been Awesome’

Jen says ‘My tutor is legendary’

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