



<b>Role title</b>	Schools Services Volunteer
<b>Responsible to</b>	Schools Coach/ Schools Lead
<b>Remit of the post covers</b>	Medway
<b>Department</b>	Schools Services
<b>Hours</b>	Part time, variable
<b>Location</b>	Medway – local secondary schools venues

### **Purpose of Role**

This role is to support our delivery of Group Schools Support Services to young people in local secondary schools, from the age of 11 to 18.

### **Structure of the Role**

Volunteers are supervised by the Schools Lead. They must be flexible to work in several venues throughout Medway as required.

Travel expenses can be claimed in line with our policies and procedures.

Time and hours will be negotiated at the point of accepting a volunteer role. We ask for minimum commitment of 6 months.

### **A: Duties of the Role: General**

These duties apply to all North Kent Mind volunteers, whichever service they work for:

1. To work within a framework which:
  - Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality and Health and Safety.
  - Promotes Social Inclusion, Empowerment, Well-being, and the Recovery Model
  - Respects, encourages, and builds on individual clients' coping strategies, skills and autonomy.
  - Maintains good liaison with any other outside agencies as is necessary
  - Promotes good joint working, links, and cross-referral with all North Kent Mind colleagues.
  - Adheres to the principles of the Social Care Standards as defined by the GCSI
2. To participate in supervision sessions.
3. To attend training



## **B. Duties of the Role: Common**

1. To maintain communication with team colleagues.
2. Support the team to embed all Live Well Medway outcomes and methodology into the service.
3. Support the efficient facilitation of outcome monitoring systems and inputting of outcome data

## **C. Duties of the Role: Specific to chosen volunteer role**

### **School's Group Sessions Volunteer (opportunities available on Mon/Tues/Weds/Fri between 8:30AM – 3PM)**

These Sessions will be normally 1 hour in duration, with a further half hour for to allow for set-up and clear-up. Schools Service Volunteers working in these sessions will support paid staff with some aspects of the sessions they run. These include:

1. Support setting-up the room or digital activity prior to the session starting and clearing up at the end of the session as applicable.
2. Support staff to ensure a register of participants is kept and all monitoring data is completed (Support the collection of pre/post wellbeing measures, support the collection of feedback from participants to improve performance)
3. Supporting the Schools Coach with facilitating and arranging group sessions as informed by the pre-planned course materials or wellbeing models approved by North Kent Mind.
4. Dealing appropriately with any crises or incidents which occur.
5. Promoting, as appropriate, other North Kent Mind services, and further information on the schools services (1-1 Coaching, Drop-In's, Group sessions)
6. Supporting and signposting young people to other relevant services as appropriate.
7. Ensuring young people are aware of, and abide by, the Code of Conduct
8. Support staff with regular monitoring processes