



Role Description

The Pankhurst Trust Drop In Volunteer

The Pankhurst Trust (Incorporating Manchester Women's Aid)

Role : The Pankhurst Trust Drop In Volunteer

Reports to: Centre/Volunteers Coordinator

Hours: Wednesday 11am-2:30pm Drop in Sessions including Set up / Clear down
2:30-3pm – Drop In Volunteer Meetings/Drop In Planning Sessions

Aims of Role: To provide a safe and stimulating environment for women to meet, take part in activities if interested, share healthy food and socialise.

Key Tasks:

- Offer a friendly and informative welcome to visitors;
- Help plan and book activities for the Drop In.
- Meet and greet service users
- To encourage service user participation during Drop in activities.
- Consult with clients to plan activities they would like to take part in.
- To empower service users.
- To assist other volunteers / staff with clearing up after the planned activities.
- Coordinate lunch and refreshments.
- Support the efficient running of additional support sessions eg. Legal Clinic, Housing Advice, DVA support

Qualities / Skills:

- Good communication and interpersonal skills
- Awareness of the general layout of the Pankhurst Centre
- A friendly, approachable, enthusiastic and sensitive manner
- Be willing to discuss with Pankhurst Centre's staff and their appointed consultants your experience as a volunteer.
- Language skills a bonus, especially Urdu, Arabic, Polish

Training /Supervision:

- We ensure that there is support to resolve issues which may arise.
- Regular training opportunities, and best practice sharing.