



METRO Sexual Health

Volunteer Get it Project Assistant role description

Description of Role

Get it is a free condom distribution programme for young people aged 13-25 that live, work, socialise or study in Kent & Medway. The programme gives young people easy, free and confidential access to condoms via traditional pick up points, registration points and if over 16 online.

Volunteers will be required to provide support to the administration of Get it by supporting with the condom mail out, entering data and occasionally having contact with practitioners and sites, and other relevant administration tasks.

Get it Project Assistant Duties:

- Input Registration and Distribution forms received from practitioners
- Process and post out all online orders placed by young people
- Assist Outreach Workers in preparation for events in relation to Get it resources
- Provide support to the Kent & Medway Admin Assistant when required
- Attend locality and full staff meetings and training.

The time required for this volunteering opportunity is:

We expect that you will attend brief training, and then commit yourself to a regular number of pre-agreed volunteering hours per week/month, with a minimum commitment of two to six hours per week.

The office space will be at METRO's Medway office.

Initial Induction commitment:

We expect that you will attend Induction at METRO Medway, Parkwood Health Centre, Parkwood Green, Long Catlis Road, Gillingham, ME8 9PR

WHAT WE EXPECT FROM YOU:

- Non-judgemental and empathetic approach to issues concerning sexual health
- Good listening skills
- Good communication skills
- Willingness to commit to a weekly work pattern.
- Willingness to undertake training, supervision and debriefing, as required
- Reliable and punctual
- Ability to work both as part of a team and independently
- Ability to work within clearly defined boundaries
- Previous experience in admin role.
- Experience of working in a diverse community

The areas of interest and types of activity which best fit the voluntary opportunity on offer are:

X	Area Of Interest	X	Type of Activity
	Animals	X	Administration
	Art and Culture		Advice work
	Children		Architecture and building work
	Disability		Art
	Disaster relief		Befriending
	Domestic violence		Business and management
	Drugs and addiction		Campaigning and lobbying
	Education and literacy		Caring
	Elderly		Catering
	Employment		Community Work
	Environment		Computers and technology
	Families		Counselling
X	Gay, Lesbian, Bi and Trans-sexual		Driving
X	Health, hospitals and hospices		Entertainment
	Heritage		Finance work
	Homeless and housing		Fundraising
	Human and Civil rights		Hostel work
	International aid		Languages

	Legal Aid and Justice		Legal work
	Mental Health	X	Marketing PR and Media
	Mentoring		Music
	Millennium Volunteers		Practical work & DIY
	Museums		Retail & Charity shops
	Music		Teaching and training
	Politics		Board of Trustees/ Management Committee
	Prisoners and ex-offenders		Under 16 volunteering
	Race and Ethnicity and Refugees		
	Religion		
	Sport and outdoor activities		
	Women's Groups		
X	Youth		

The volunteer recruitment and selection procedures used are:

Application form	X	Police checks/DBS Disclosure	X
Induction	X	References	X
Formal interview	X	Probation period	X

Age/gender restrictions	Applicants should be over 18.
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The following conditions apply to this volunteering opportunity:

Details of out of pocket expenses provided for this volunteering opportunity	<i>Travel expenses paid for all volunteers.</i>
Details of induction, supervision and support offered to volunteers	<i>Volunteer Advocates will receive a thorough induction as well as continued offer of training opportunities and will be supported throughout their work with regular line supervision.</i>
Details of what insurance is provided for volunteers both on and off the premises	<i>Volunteers are covered under our "Employers Liability Insurance" whilst representing The Metro Centre Ltd on or off the premises.</i>
Details about any training offered to volunteers, both informal and/or any accredited training	<i>As above</i>



Volunteers with Additional Support Needs

METRO is committed to equality of opportunity and diversity to those in the community with Additional Support Needs such as learning difficulties, mental health issues, physical disabilities and long term illnesses.

METRO understands that involving volunteers with Additional Support Needs is dependent on the level of support required and the organisation's ability to meet these needs.

Signed:	Date:
Name:	Position in Partnership:
Contact Telephone Number:	Email: