



## Youth Volunteer Role Description

### Overview:

METRO Youth are a diverse team of people that deliver a range of services for young people across South London and the South East of England. We run weekly youth groups for young people who identify as lesbian, gay, bisexual, transgender and who may be questioning their sexuality or gender identity (LGBTQ). Those groups are delivered through a team of staff and volunteers. These groups are most importantly a safe space for young LGBTQ people to be themselves, meet other young LGBTQ people, explore their feelings with the support of peers and group leaders as well as learn vital knowledge and skills. Youth group sessions vary from sharing coming out experiences and advice, running an LGBTQ-themed film night and doing relationships and sex education. METRO also hold events throughout the year for the groups, as well as attending national events such as London PRIDE, Trans Pride in Brighton, UK Black Pride and local Prides in Croydon and Margate.

As a METRO Youth Volunteer, you would be an integral member of the youth team in supporting the Lead and Support Workers in the delivery of the weekly groups. These are held in 7 London boroughs and Medway. You would be responsible for tasks such as setting up the space and activities, chatting with young people and supporting the facilitation of activities. Your support would enable the lead worker to provide more one to one support as necessary and help in the overall management of some very vibrant groups as well as supporting future advertising and promotion to encourage more participants for some of the quieter groups.

### The time required for this volunteering opportunity is:

Approximately 3 hrs per group of an evening

### Initial training commitment:

Initially there will be a days training with skilled members of staff and the Head of Youth Domain. This will include topics such as safeguarding, confidentiality, boundaries, Fraser Guidelines, and techniques in delivering groups and managing difficult behaviour.

### You will undertake and/or assist in the following duties:

- Welcome young people to the group
- Setting up and clearing up spaces and equipment

- Support particularly shy individuals
- Support the workers in managing the group activities
- Be an active member of the discussions and contribute to activities
- Support with recording attendees to the group
- Support with the promotion of the group
- Participate in Youth Team meetings as able
- Attend supervision with line manager
- Support with the preparation and delivery of events throughout the year
- Assist in the development of Youth resources
- Work within METRO's principals and frameworks
- Adhere to an promote METRO's Equality Opportunities policy
- Adhere and work to METRO's agreed policies regarding confidentiality, operational policies, safeguarding and information governance

The following skills, experience and/or qualifications required for this opportunity are (E)ssential or (D)esirable.

- Strong personal experience of lesbian, gay and bisexual (men who have sex with men & women who have sex with women) issues/lifestyles (E)
- Professional non-judgemental approach to LGBTQ issues (E)
- Excellent listening skills (E)
- Excellent communication skills (E)
- Willingness to attend regular supervision (E)
- Willingness to attend all training as required (E)
- Reliable and punctual (D)
- Good sexual health and HIV awareness (D)
- Experience of working in a diverse community (D)
- Experience working in a team (D)

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
X	Children		Architecture and building work
	Disability		Art
	Disaster relief		Befriending
	Domestic violence		Business and management
	Drugs and addiction		Campaigning and lobbying
	Education and literacy	x	Caring
	Elderly		Catering
	Employment	X	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		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
x	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
Formal Interview	X	References	X
Induction	X	Trial Period	X

#### Restrictions;

All volunteers must be over 21 years of age.

The following conditions apply to this volunteering opportunity:

- Travel expenses are paid for all volunteers.
- Meal expenses for sessions 4 hours plus (Receipts must be provided)
- Full induction on health and safety, confidentiality, diversity, and safeguarding provided
- Volunteer must attend regular supervision with their line manager
- Volunteers are covered under METRO's Employers Liability Insurance whilst representing METRO Charity on or off the premises
- Volunteers must complete additional training sessions on a range of relevant topics.

#### 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.

<b>Signed:</b>	<b>Date:</b> 31/10/2018
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