**Volunteer opportunity: Volunteer Project Assistant**

**Hours:** 2 – 4 days a month for up to 6 months to get the best out of the experience

**Location:** New HopeBirmingham

**Days:** Flexible

**Responsible to:** Project Coordinator/Manager

**About the Project**

"Championing A Stronger Community" is a 3-year project which is awarded by Big Lottery Fund that hopes to engage the community in people-led activities. The project aims to bring community members together with the help of various community activities. Engaging the communities is a good way to encourage participation and generate interests and ideas.

**Duties and Responsibilities**

The role of Volunteer Project Assistant will be fun and engaging and you would be a part of a small and lively team. In general, some of the duties will include the following:

* To work closely with Project Coordinator to help plan and coordinate marketing events, offering creative ideas and suggestions.
* To assist in delivering community events across the inner-city Birmingham.
* To assist with the community workshops, day outs and training sessions through engagement of the members of the communities.
* To assist with the setup of equipment and training materials for the workshops, fun activities and training sessions.
* Help with carrying out surveys and collecting people’s views.
* Support the celebration event and festival of the stronger community project.
* Taking part in group discussion as and when required.
* Support and attend events to promote New Hope Birmingham by staffing the display stands and promoting the work of the charity.
* Support with the dissemination of flyers, leaflets and word of mouth promotion of the project.

**Experience and Knowledge**

The information below is a guide only, to help you decide if the role is right.

Ideally volunteers will:

* To be culturally sensitive to BAME groups and disadvantaged groups.
* Honest and trustworthy individual who has a good understanding of confidentiality
* Be able to follow guidance and instructions
* Must be friendly and approachable
* Good communication skills with the interest to talk to a wide range of people face to face
* Excellent team working skills with the ability to work on own initiative if required
* Empathetic listener who does not impose own views and values
* Non-judgemental attitude
* Highly organised
* Must be reliable and committed

Additional desirable skills which may be useful but not necessary:

* Speak Bengali/ Sylheti desirable but not essential

**Benefits / Training and development**

* Volunteers will receive relevant free training if necessary
* Gain experience of event planning and management, researching and public engagement
* Actual reasonable expenses including travel costs will be reimbursed so that you are never out of pocket
* An opportunity to enhance your skills and boost your CV
* An opportunity to attend further training and development opportunities to update your skills and experience.
* You will be provided with on-going support and guidance by an experienced colleague who will enable you to build confidence and experience in this field of work.
* Opportunity to interact wide range of community people.

**Please note that the volunteer role may be revised according to the demands of the project and its objectives.**