

“Women’s Coffee Morning” volunteer

You might be thinking, who is a Women’s Group Volunteer? It’s simply any women with an interest and the time to empower women by sharing their stories or skills, by listening and being an emotional support.

Role Title	“Women’s Coffee Morning” volunteer - starting on Thursday 5 December.
Minimum Time Commitment	<p>Thursdays</p> <ul style="list-style-type: none"> ● 10:00am to 1:00pm ● 3 hours per week ● 3 month minimum commitment (potential for extension)
Location	Manor Park Oasis, The Renewal Programme, 409 High St. N. E12 6TL
About us	<p>The Renewal Programme is a well-established and respected local charity based in the London Borough of Newham. We support those who are facing multiple challenges - they might be a carer, migrant or refugee without access to public funds, suffering with homelessness, experiencing poverty, or unable to communicate in English. We empower people to reach their full potential through offering advocacy, education, temporary accommodation and a wide range of positive activities. We support over 3000 people a year and have been working with Newham communities for over 50 years.</p> <p><u>Our vision</u> Vibrant and integrated Newham communities where everyone has access to suitable jobs, homes, health and education.</p> <p><u>Our mission</u> To stand alongside those who struggle by inspiring hope and offering opportunities for connection, growth and progress.</p> <p><u>Our values</u> DIGNITY - Treating everyone with kindness and respect. INCLUSION - A community where everyone belongs. COLLABORATION - Working together to achieve more. EMPOWERMENT - Co-creating opportunities for positive change.</p>
	<p>The “Women’s Coffee Morning” is aiming to create a safe space for Newham women and girls where they socialise with other women, learn new skills, share their interest and hobbies.</p> <p>The session would contain these activities:</p> <ul style="list-style-type: none"> - Coffee and healthy breakfast

The Role

- Gardening and Carpeting
- Arts and Painting
- Quiz Games
- Reading books
- Sharing stories

We are looking for a creative and emphatic woman of all ages to join our group. You can be helping with task such as serving drinks, preparing refreshment or cleaning. You are also more then welcome to run your own sessions if you have some skills you would like to share.

This role will involve joining our new “Community Hub” volunteer team. The sessions will be either volunteer-led or facilitated by a professional trainer. Volunteers will ensure that the room is set up accordingly to the requirements of each session, will be there to provide support to our service users, prepare and serve refreshment and assisting participants with what they need. We encourage each volunteer to bring their own ideas, personality and skills to the table.

Some examples of volunteer tasks include:

- Setting up the room for upcoming session, including refreshment, tables and chairs or any equipment
- Make all participants to feel welcome by greeting them warmly, talking to them and offering them refreshment
- To ensure a register is taken of the attendees
- Socialising with other women and getting to know them
- Listening and being emotional support
- Sharing your ideas and planning a session
- Serving hot drinks or snacks during the sessions
- Assisting participant with using a laptop, including Internet search or accessing their online accounts and other useful websites

In this session you’ll help women to:

- To meet new friends and socialise
- To find a safe space where they can share their ideas and opinions
- Broadening their social circle
- Gaining new skills
- Improve their physical and mental health well-being
- Taking up new hobbies
- Finding their way around a device
- Searching for information on the internet

We’ll support and train you with the guidance you need to help people at our centre, giving you a chance to develop your own confidence and skills too.

	<p>Our service users are the focus of our organisation, some are potentially vulnerable, and many have complex needs. For these reasons, we ask that all volunteers complete a DBS check.</p>
<p>Skills & Experience</p>	<p>Personal qualities most suited to the role:</p> <ul style="list-style-type: none"> € Experience or interest in leading group sessions € Willing to work without direct supervision ● Being a people person, easily approachable and friendly ● Enjoying socialising with different people groups, being open minded and non-judgmental ● Being a patient and empathic listener ● Reliable and good time keeper ● To be able to recognise and work within personal and organisational boundaries ● Communicate well with diverse groups of people (speaking communities languages is a bonus!) ● Good problem-solving skills ● Experience working with vulnerable adults
<p>Benefits, Training and Support</p>	<p>What will The Renewal Programme provide?</p> <ul style="list-style-type: none"> ● Information and training session on our Community Hub project and all aspects of the role ● Catch-up conversations with the Community Hub Coordinator ● Support, advice and guidance, from the Volunteer Coordinator ● Join a growing Community Hub volunteer community ● We will pay any agreed out of pocket expenses
<p>Essential</p>	<ul style="list-style-type: none"> ● Must be 18+ ● You will need to complete the Learn My Way training
<p>Report to:</p>	<p>Community Hub Coordinator/Volunteer Coordinator</p>