

MK-ACT Volunteer Project Person Specification

Title: MK-ACT Administration/Specialist Skills Support Volunteer

Definition of role: To be an active member of a team of volunteers trained and supported to assist staff within domestic abuse services with administrative or specialist tasks.

Key tasks and duties: To provide administrative which may include data entry, filing or photocopying and co-ordination and administration of our group work programmes.

Specialist Skill support may include assisting with training and awareness events, research, consultations, creating and maintaining website content/newsletters or practical manual tasks such as DIY, property maintenance or gardening.

Qualifications, Skills, Qualities, Experience: Personal experience or professional knowledge of Domestic Abuse is not an essential requirement of this role but may be beneficial. An empathic, compassionate and non-judgemental attitude with the ability to establish and maintain healthy relationship boundaries is essential. Experience of working within an office environment using standard word processing and Excel programmes will be helpful. Experience in a social care setting would be helpful for practical tasks. A capable, efficient and responsible attitude will be beneficial.

- Can relate to the issues and challenges facing those who have experienced abusive relationships
- Are reliable, consistent and dependable
- Able to communicate well with other people, particularly women and be willing to learn
- Have the relevant skills, qualifications, training and experience for tasks required

Supervision Provided/Required: Regular support and supervision is provided by the Volunteer Coordinator and/or relevant Office Manager, as well as Peer support from other members of the Administration/Specialist Skills Volunteer Team.

Training provided/Required: Domestic Abuse awareness training will be provided within a comprehensive volunteer training programme that considers issues of safety, confidentiality, boundaries, non-judgemental attitudes and anti-discriminatory practice. Attendance at these training events is mandatory and forms part of the selection process. Full training in the tasks required within the office or social care environment will be provided.

Time Commitment: Minimum 2 Hours per week.

Location: Milton Keynes area.

Benefits: Travel Expenses and reasonable subsistence payments may be claimed.

Other: This role is subject to an Enhance Disclosure and Barring Service (DBS) check.