



Volunteer Task Description

Employment and Training Volunteer

Times	Tuesday 10am – 1pm and / or 2pm - 4.30pm
Location	Suffolk Refugee Support
Main staff contacts	Employment and Training Coordinator Volunteer Officer
About this role	You'll be assisting our busy Employment and Training team. We support people with learning how to write a CV, applying for jobs and practicing interview techniques. We also refer clients to external courses and training designed to give the necessary skills for work, and we work with local businesses and charities to help our clients access relevant work experience to improve their job prospects.

Main tasks

- Help clients send CVs to outside agencies
- Support the Employment and Training team with various admin tasks
- Commit to Suffolk Refugee Support Aims and Values
- Commit to Suffolk Refugee Support policies and procedures

Personal qualities

- Paid or voluntary experience in an employment or support role is desirable
- Able to commit to a weekly shift
- Lived experience as a refugee or asylum seeker is desirable but not essential
- Confident using IT, Internet and Smartphones
- Awareness and understanding of issues affecting people seeking asylum or who have refugee status
- Good communication skills and ability to communicate with people who don't have strong English
- Enjoys working as part of a small team
- Enjoys meeting people
- Patient and calm
- Professional and welcoming

What you'll get out of volunteering

- Be part of a friendly and supportive team
- Develop strong communication skills
- Enhance your CV with impactful volunteering that creates positive change
- Meet people from diverse backgrounds
- Experience the rewards of helping others rebuild their lives in Suffolk

We ask all our Staff, Volunteers and Trustees to undergo a DBS check and Safeguarding training which will be provided and paid for by SRS