



DESCRIPTION OF POST

Job title: COMMUNITY LEARNING VOLUNTEER

Size: Casual

Directly responsible to: Curriculum Manager Community Learning

1. Overall Purpose of the role

This role involves supporting the Community Learning Team activities as agreed with the relevant Curriculum Manager(s):

- Raising awareness of the course offer
- Assisting with events
- Improving engagement with the community
- Supporting tutors and learners in the classroom
- Administrative tasks (contacting learners, data entry, course promotion)
- Other (please specify) _____

2. Criteria

1. Able to offer a minimum of 3 hours a week
2. Clear verbal/written communication skills and digital skills
3. A confident, friendly approach and a willingness to learn
4. An understanding of issues affecting adult learners
5. An understanding of the importance of guidelines and procedures relating to key areas such as safeguarding and information sharing
6. Undertake a (DBS) check on successful application

3. We expect our volunteers to:

1. Commit to volunteering regularly each week and to be consistent and punctual
2. Be respectful to all service users and team members.



3. Attend and complete relevant training
4. Participate in supervision sessions with your supervisor
5. Follow Redbridge Institute policies and procedures as directed by staff

4. What volunteers can expect from us:

1. Regular support and supervision
2. Induction and access to online and face to face training
3. To learn and practice new skills within a team work setting
4. To feel part of a team and the wider Institute

5. Tasks and Duties

1. Support the work of the Community Learning Team as agreed
2. Assist with organising open days and other events for recruitment and networking purposes
3. Explore innovative solutions to improve engagement between the team, the local community, and potential partners.
4. To support curriculum administrators by contacting learners and referrals to aid:
 - Enrolment
 - Induction
 - Accessibility
 - Tracking of destination

6. Agreed Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (Times)						
Afternoon (Times)						
Evening (Times)						