



## KEEN London Volunteer Role Description

We run free, engaging and accessible activities for children with additional needs and disabilities. Our inclusive services offer one-to-one support that helps children to thrive, develop and, most importantly, to have fun.

<b>Role Title:</b>	Play Volunteer
<b>Service/Team:</b>	Rising Stars
<b>Reporting to:</b>	Sam Still - Senior Services Coordinator
<b>Time Commitment:</b>	This is a flexible volunteer role. To get the most out of the experience, we would recommend attending one session per month as a reasonable expectation.
<b>Location:</b>	Tulse Hill
<b>Skills:</b>	Empathy, Communication, Patience, Problem Solving, Positivity, Sense of Humour, Teamwork, Collaboration, Working With Children

## Why we need your help

At Rising Stars we offer a safe space for children aged 0-5 to play and interact with each other freely. We offer parents a supportive place to get help and advice regarding any developmental concerns they may have with their children, and advice concerning EHCP, DLA ect.

## Purpose of the role

Your role will involve engaging with the children ages 0-5 to encourage them to play. This will give the Service Coordinator and the Parent Lead the opportunity to discuss with parents and/or carers their concerns with their child/children.

The sessions are every 2 weeks on a Thursday from 9.45am-11.30am (dates may differ due to holidays/half terms but we will make sure that session dates are communicated in advance)

## **Tasks and activities**

- Playing with children aged 0-5 in a 'Stay and Play' environment.
- Encourage the children to join in group songs for the final 15 minutes of the session.
- Helping with setting up and packing away the toys at the start/end of the session.

## **Why Volunteer with KEEN London?**

KEEN London would not be what it is without the volunteers who support our work, and we want to ensure that all our volunteers gain just as much from their volunteering journey as they put into the charity. Here's what you'll get in return for supporting us:

- We will provide job/character references to volunteers after a reasonable period of volunteering with us.
- We will give you opportunities to access other roles within the charity to help you broaden your skills.
- We have a budget set aside to cover volunteer expenses (see Volunteer Agreement below)
- We will provide you with ongoing feedback and support to enable you to reach your full potential at KEEN, you will receive an induction and handbook prior to starting your role and you will receive access to a virtual training portal with additional resources.
- We will organise fun social events where you can meet other volunteers.

## **Volunteer Agreement**

All KEEN London volunteers are asked to observe the Volunteer Agreement. This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

### As a volunteer with KEEN London you can expect:

- To be a part of a unique and evolving charity that is providing a valuable service to children and young people with additional needs.
- To be introduced to how the organisation works and your role within it.
- A supportive and reciprocal environment that ensures a positive experience for you as a volunteer.
- To be invited to volunteer at special events and fundraising activities.
- Reimbursement of any reasonable travel expenses.

- To be treated fairly and equally with dignity and respect, regardless of race, ethnicity, gender or gender identity, age, (dis)ability, religion or sexual orientation.
- A safe and healthy environment for you to volunteer in.
- Any problems or complaints to be investigated quickly and resolved fairly.
- Recognition for your efforts and successes – celebrating achievements and rewarding loyalty and dedication.
- To receive, if required, a reference after a reasonable time of volunteering.
- Access to free Charity Worker Discounts after 5 completed sessions.

Our expectations of volunteers:

- To maintain and uphold the reputation and good name of the charity.
- To treat other volunteers, staff and service users fairly and with dignity, and to respect everyone equally, regardless of race, ethnicity, gender or gender identity, age, (dis)ability, religion or sexual orientation.
- To ensure appropriate levels of confidentiality and data protection are upheld.
- To uphold our Child Protection and Safeguarding Policy. This includes reporting any concerns you have about the safety and wellbeing of the children to the Coordinator as soon as possible.
- To adhere to all health and safety instructions.
- To be punctual and reliable when attending sessions, and inform the Coordinator via phone call as soon as possible if you are unable to attend.
- To attend at least 1 session per month for at least 6 months.
- To bring energy, enthusiasm and a willingness to learn to all sessions.