Volunteer Role: Refugee Support Admin

|  |  |
| --- | --- |
| **What is this role?**  | As Refugee Support Admin you will support refugee support team with projects to help people with refugee status live life in all its fullness. You would: * Support with researching essential services
* Support with developing informational packs
* Support with organising wellbeing activities
* Support with organising different trainings
* General admin support
 |
| **How much time will it take up?** | We are looking for people who can commit for a period of 6-8 months (6 occasions minimum). |
| **Where would I be volunteering?** | Boaz offices at Kath Locke Centre, 123 Moss Lane East, Manchester, M15 5DD |
| **What are Boaz looking for?** | We’re looking for people who:* Are IT literate, familiar with graphic design
* Are well organised and can prioritise their work load
* Have excellent communication skill
* Work well with others
* Are warm, friendly and respectful
* Are punctual and committed
* Have problem solving skill
 |
| **Support, supervision and training** | * You will be line managed and given training by the Lead Refugee Support Worker
* You’ll receive a Boaz Induction covering who we are, how we work, who we work with and how we’d like you to work with us.
* They will also regularly review your volunteering with you to make sure you are happy in the role.
* The Head of Support Services is also available to discuss any issues or problems that occur.
 |
| **What will I get out of it?**  | * Meet new people from different walks of life
* Experience working as part of a team to deliver an excellent service to people supported by Boaz
* Satisfaction of knowing you are supporting those living in challenging circumstances
 |
| **Further information** | Travel expenses provided |

If you’re interested, then we’d love to hear from you. Simply complete our Volunteer Application Form (being sure to complete the section on which role you’re applying for) and return it to us directly to Michael Weldeslassie, Lead Refugee Support Worker, at michaelweldeslassie@boaztrust.org.uk

If we think you and the role could be a good match we’ll ask you in for a relaxed chat and take it from there. We look forward to hearing from you.

NB. We are unable to take on any volunteer without satisfactory references.

**If you’re already an approved Boaz volunteer, simply register your interest via** **engage@boaztrust.org.uk**