

Volunteer Role Description

Solace Women's Aid supports women and children in London to build safe lives and strong futures, free from domestic and sexual violence and abuse.

Role Title	Volunteer Team Communications Volunteer
Service	Volunteer Team
Work Place Supervisor	Volunteer Coordinator
Location	Camden
Commitment	One morning/afternoon, Tuesdays or Wednesdays
Duration	6 months commitment
Role Description	<p>This is an exciting new role to help support our growing volunteer team. The Volunteer Team Communications Volunteer will assist the Volunteer Coordinator in the follow tasks:</p> <ul style="list-style-type: none"> • Help in writing monthly Volunteer Newsletters. • Assist in creating the monthly Volunteer Updates Newsletter (which is sent to Solace Staff). • Help in the organisation and distribution of Thank You cards and other acts of recognition. • Assist in the research, planning and delivery of bi-annual Volunteer Appreciation events, including the yearly Volunteer of The Year Award Party . • Assist in developing copy to be shared internally to volunteers regarding social events, training and other opportunities. • Researching new platforms to advertise volunteer roles. • Updating handbooks and other volunteer materials when necessary.
Benefits to the volunteer	<p>As part of this role, you will have the opportunity to</p> <ul style="list-style-type: none"> • Hands on experience in a dynamic charity working in the Violence Against Women and Girls (VAWG) Sector. • Work as part of a feminist organisation. • Experience of supporting a fast paced and wide ranging team. • Opportunities for training in domestic abuse and related issues. • Learn about volunteer programme management and coordination.
Skills and Qualifications Required	<ul style="list-style-type: none"> • Organised with good IT skills. • Creative and curious. • Reliable and committed. • Understanding of domestic violence issues and a discretion in handling confidential and/or sensitive information. • Approachable and empathetic • Non-judgemental.

	<ul style="list-style-type: none"> • Ability to maintain confidentiality.
Training Opportunities	Volunteers will be able to access Solace Women's Aid's induction and internal volunteer training programme. Full support will be given to help volunteers understand and carry out any aspect of the role as appropriate.
Expenses	As per our Volunteer Policy we will reimburse reasonable travel and lunch expenses. Travel expenses will be reimbursed at a maximum of £20 a day travel card. Agreed lunch expenses up to a maximum of £5.00. These amounts will be reimbursed for those volunteering for over 6 hours in a single day.
Lived Experience	Solace recognises the expertise and perspective that women with lived experience bring to their volunteering roles. We also recognise the potential for re-traumatisation that may occur whilst volunteering. We will therefore consider each volunteer opportunity on a case by case basis, with a focus on the suitability of that individual for that specific role. Suitability for the role will be determined by the Service Manager at the point of interview and will not be solely based on the length of time elapsed since receiving a service. Women cannot volunteer for a service in the same borough as where they received Solace services.
For more information contact	Volunteer Co-ordinator Email: volunteering@solacewomensaid.org Call: 020 3795 9220

At Solace we are committed to creating a diverse and inclusive environment for our volunteers. The Service Users we support come from all backgrounds and we want to reflect that in our volunteering team. We are happy to consider any adjustments you might need to support you in your role. If you would like to discuss this further with the volunteer team, please contact us at volunteering@solacewomensaid.org. This will not affect your application.