

# DONCASTER YOUTH & FAMILY HUBS



## PROSPECTUS

Get involved, you can make a difference

Please contact Darren Gough



Volunteer Coordinator

Phone: 01302 737084-07973635740

Email: [darren.gough@doncaster.gov.uk](mailto:darren.gough@doncaster.gov.uk)

PLEASE READ THE DBS GUIDELINES ON PAGE 18



# DONCASTER YOUTH & FAMILY HUBS

Types of volunteering	Description of role
<p><b>Volunteer Administration &amp; Reception work</b></p>	<p>To assist with reception and basic office duties. A receptionist's daily tasks will involve</p> <div data-bbox="456 609 932 929">  </div> <div data-bbox="991 609 1457 929">  </div> <p>Meeting and greeting families, children and staff. Booking meetings. Keeping the reception area tidy. Answering and forwarding phone calls. Screening phone calls. Sorting and distributing post. Having IT skills.</p> <p><b>Below are some of the skills that you would need for this role</b></p> <ul style="list-style-type: none"> <li>• Having good written and spoken communication abilities.             <ul style="list-style-type: none"> <li>• Having smart appearance.</li> </ul> </li> <li>• Being able to work under pressure.             <ul style="list-style-type: none"> <li>• Having interpersonal abilities.</li> </ul> </li> <li>• Having good memory for faces and appointments.             <ul style="list-style-type: none"> <li>• Being polite and courteous.</li> <li>• Being well organised.</li> </ul> </li> <li>• Having high attention to details.</li> <li>• Being able to prioritise workload</li> </ul>

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	Description of role
<b>Volunteer Early Years Development Worker</b>	<p>To assist with group preparation and delivery</p> <div data-bbox="493 537 960 842" data-label="Image"> </div> <div data-bbox="1005 537 1420 842" data-label="Image"> </div> <p>Development Workers support the delivery of a range of broad and balanced early years' activities and sessions, with a focus on 0-2s, within a caring, safe and welcoming environment. This includes working in Family Hubs and a range of community venues.</p> <p>They work with parents and carers, in sessions to promote the welfare and development of every child, supporting children to develop positivity, self-esteem and personal identity, in preparation for nursery and school.</p> <p>Supporting children to follow their own ideas and interests for play, offering interesting, fun, play activities to meet their individual needs and those of the group.</p> <p><b>Below are some of the skills that you would need for this role</b></p> <ul style="list-style-type: none"> <li>• excellent listening skills</li> <li>• responsible and caring attitude</li> <li>• patience and tolerance             <ul style="list-style-type: none"> <li>• creativity</li> <li>• organisational skills</li> </ul> </li> <li>• the ability to work well as part of a team</li> <li>• Have an interest and passion for working with children, families and young people</li> </ul>

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	Description of role
<b>Volunteer Handy Person</b>	<p>To help with odd-jobs and basic maintenance.</p> <div>   </div> <p>Your day-to-day duties may include:</p> <ul style="list-style-type: none"> <li>• putting up curtain rails, shelves and picture frames</li> <li>• fitting smoke alarms, carbon monoxide detectors and grab rails             <ul style="list-style-type: none"> <li>• replacing fuses, plugs and light bulbs</li> <li>• fitting door and window locks, and alarms</li> </ul> </li> <li>• unblocking sinks, and fixing leaking taps and overflow problems             <ul style="list-style-type: none"> <li>• adjusting or re-hanging doors</li> <li>• moving or assembling items of furniture</li> <li>• painting and decorating</li> </ul> </li> <li>• basic gardening services, clearing out guttering or minor building repairs             <ul style="list-style-type: none"> <li>• Litter picking and keeping the grounds tidy</li> </ul> </li> </ul> <p><b>Below are some of the skills that you would need for this role</b></p> <ul style="list-style-type: none"> <li>• repair window</li> <li>• repair hole in plaster</li> <li>• clean up after spillages             <ul style="list-style-type: none"> <li>• install fence</li> <li>• paint room</li> <li>• repair roof tile</li> <li>• repair furniture</li> </ul> </li> <li>• install garden features with tradespeople as required             <ul style="list-style-type: none"> <li>• replace or adjust door</li> </ul> </li> </ul>

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	Description of role
Café workers	<p>To prepare, deliver and order basic menu's for family members and children</p> <div data-bbox="450 598 941 898" data-label="Image"> </div> <div data-bbox="960 598 1469 898" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• Operating the till, and balancing it on a daily basis             <ul style="list-style-type: none"> <li>• Banking the café takings daily</li> <li>• Keeping accurate time sheets daily</li> </ul> </li> <li>• Assisting with ordering supplies, locally where possible</li> <li>• Checking that orders have been correctly delivered and charged for             <ul style="list-style-type: none"> <li>• Serving customers in a pleasant and courteous manner</li> </ul> </li> <li>• Cleaning the kitchen, café area and café toilets in accordance with Health and Safety Regulations and Guidance             <ul style="list-style-type: none"> <li>• Keeping cleaning and temperature records</li> </ul> </li> <li>• Undertaking the preparation of the food and beverages served in the café             <ul style="list-style-type: none"> <li>• Clearing tables</li> <li>• Washing up</li> </ul> </li> </ul> <p><b>Below are some of the skills that you would need for this role</b></p> <ul style="list-style-type: none"> <li>• a polite and friendly manner             <ul style="list-style-type: none"> <li>• flexibility</li> </ul> </li> <li>• the ability to work under pressure</li> <li>• numeracy skills to handle cash and stock</li> <li>• the ability to follow health and safety practices</li> </ul>

# DONCASTER YOUTH & FAMILY HUBS



	Description of role
<b>Special needs assistant volunteer</b>	<p>To support and engage with children and young people with disabilities and/or learning difficulties</p> <div data-bbox="450 674 927 972" data-label="Image"> </div> <div data-bbox="997 674 1455 972" data-label="Image"> </div> <ul style="list-style-type: none"> <li>• preparing learning materials</li> <li>• help children and young people to develop their self-confidence, independence and abilities             <ul style="list-style-type: none"> <li>• supporting children during social activities</li> </ul> </li> <li>• recognising when children are upset and comforting them             <ul style="list-style-type: none"> <li>• looking after children's physical needs</li> <li>• giving information and help staff</li> </ul> </li> <li>• keep records</li> </ul> <p><b>Below are some of the skills that you would need for this role</b></p> <ul style="list-style-type: none"> <li>• excellent communication skills</li> <li>• literacy and numeracy skills             <ul style="list-style-type: none"> <li>• tact and sensitivity</li> </ul> </li> <li>• the ability to deal with challenging behaviour</li> </ul>



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	Description of role
<b>Youth support worker</b>	<p>Engage young people in services/ help deliver sessions.</p> <div data-bbox="485 616 916 913" data-label="Image"> </div> <div data-bbox="1013 616 1452 913" data-label="Image"> </div> <p>Youth workers guide and support young people in their personal, social and educational development to help them reach their full potential in society. You'll generally work with young people aged between 11 and 25 in a variety of settings such as: outreach and detached settings and youth centres. You'll usually work for a local authority's youth services team. You could also work for youth offending teams and community groups. You could also work as a 'detached/outreach youth worker', making contact with young people in parks, shopping centres and on the street.</p> <p><b>Below are some of the skills that you would need for this role</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal and communication skills.             <ul style="list-style-type: none"> <li>• the ability to work in a team</li> <li>• A non-judgemental attitude.</li> </ul> </li> <li>• Good planning and organisational skills.</li> <li>• Initiative and leadership qualities, with the ability to relate to young people.             <ul style="list-style-type: none"> <li>• motivational skills</li> <li>• organisational and planning skills</li> </ul> </li> </ul>

# DONCASTER YOUTH & FAMILY HUBS



	Description of role
<b>Arts &amp; Craft worker</b>	<p>To help engage children, young people &amp; families in arts and crafts sessions</p> <div>   </div> <p><b>Below are some of the skills that you would need for this role</b></p> <p>strong communication and 'people' skills  enthusiasm and self-motivation  the ability to organise your time and work to deadlines  project management skills  the ability to motivate community members and build up their confidence  the ability to use initiative and be creative</p> <ul style="list-style-type: none"> <li>• art, design, fine art; <ul style="list-style-type: none"> <li>• art history;</li> <li>• contemporary art;</li> </ul> </li> <li>• drama, theatre, dance or performing arts; <ul style="list-style-type: none"> <li>• event management;</li> </ul> </li> <li>• media, film or photography; <ul style="list-style-type: none"> <li>• music;</li> </ul> </li> <li>• teaching and education.</li> </ul>





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	Description of role
<b>Sports worker</b>	<p>Plan fun, engaging coaching activities, sessions and programmes in a safe environment.</p> <div data-bbox="435 577 890 880" data-label="Image"> </div> <div data-bbox="911 613 1385 880" data-label="Image"> </div> <p>Give feedback on performance and help to improve technique. Work with young people, schools, community groups and sports organisations to promote the sport.</p> <p><b>Below are some of the skills that you would need for this role</b></p> <ul style="list-style-type: none"> <li>• excellent communication skills</li> <li>• the ability to inspire confidence and motivate participants             <ul style="list-style-type: none"> <li>• the ability to assess and solve problems                     <ul style="list-style-type: none"> <li>• determination and patience</li> <li>• good organisation skills</li> </ul> </li> </ul> </li> <li>• a sensitive and supportive approach             <ul style="list-style-type: none"> <li>• physical stamina</li> </ul> </li> </ul>

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	Description of role
<b>Volunteer Outreach Worker</b>	<p>Engage with the general public, youth groups, nurseries to encourage children, families and young people to engage and register with services.</p> <div>   </div> <p>Children's Centres are part of the Government's programme to offer support to families and young children (0-5yrs) aiming to give all children the best possible start in life. As an outreach worker you will be able to promote an offer of flexible support and services to parents and carers with children aged between 0-5 years including working with families with children with additional needs. You will help promote the local Family hubs and Youth Centre by engaging with families and encouraging them to register.</p> <p><b>Below are some of the skills that you would need for this role</b></p> <ul style="list-style-type: none"> <li>• good communication skills             <ul style="list-style-type: none"> <li>• being positive</li> </ul> </li> <li>• Engage with the general public and children and encourage them to register with their local children's centre</li> </ul>

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	Description of role
<b>Volunteer Cleaner</b>	<p>To help keep our buildings clean and safe for client users.</p> <div>   </div> <p>You may have to work when buildings are closed for normal activities. This could be in the evenings, early morning or at weekends. You could work part-time or on a casual basis.</p> <p>Depending on the job, you might clean the same area every day, or go to different sites.</p> <p>You may need to:</p> <ul style="list-style-type: none"> <li>Clean carpets and upholstery</li> <li>strip and re-seal hard floor coverings</li> <li>clean premises where food is prepared</li> <li>clean at heights, using either ladders or mobile access equipment</li> </ul> <p><b>Below are some of the skills that you would need for this role</b></p> <ul style="list-style-type: none"> <li>• A reasonable level of fitness.</li> <li>• Punctual, reliable and trustworthy.             <ul style="list-style-type: none"> <li>• Able to manage time effectively.</li> </ul> </li> <li>• Ability to work both alone and in a team.</li> <li>• Awareness of health and safety procedures.</li> <li>• Reading skills for following instructions.</li> <li>• Maths skills for measuring cleaning fluids</li> </ul>

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	Description of role
<b>Volunteer Community Arts worker</b>	<div data-bbox="477 499 912 837" data-label="Image"> </div> <div data-bbox="963 542 1430 837" data-label="Image"> </div> <p>You'll usually need qualifications and experience in a specialist area of the arts like music, visual arts, dance, drama, music or creative writing.</p> <p>Paid or unpaid work experience in education, or event or project management would be helpful.</p> <p>A college or university qualification in community arts might also be useful, but isn't essential.</p> <p>You'll need clearance from the Disclosure and Barring Service (DBS).</p> <p><b>Below are some of the skills that you would need for this role</b></p> <ul style="list-style-type: none"> <li>• strong communication and 'people' skills             <ul style="list-style-type: none"> <li>• enthusiasm and self-motivation</li> </ul> </li> <li>• the ability to organise your time and work to deadlines             <ul style="list-style-type: none"> <li>• project management skills</li> </ul> </li> <li>• the ability to motivate community members and build up their confidence             <ul style="list-style-type: none"> <li>• the ability to use initiative and be creative</li> </ul> </li> </ul>

# DONCASTER YOUTH & FAMILY HUBS

	Description of role
<b>Volunteer Drama worker</b>	<p>You'll help children &amp; young people use their imagination and creativity to increase their confidence and self-esteem.</p> <div data-bbox="434 741 960 1025" data-label="Image"> </div> <div data-bbox="1008 694 1477 1025" data-label="Image"> </div> <p>Your clients may have:</p> <ul style="list-style-type: none"> <li>physical disabilities</li> <li>learning disabilities</li> <li>emotional or behavioural problems</li> <li>mental health conditions like depression or anxiety</li> </ul> <p>You'll use a range of methods in your work, like voice, movement, storytelling, mime, puppetry and masks.</p> <p>You'll encourage your clients to:</p> <ul style="list-style-type: none"> <li>work as part of a group</li> <li>form one-to-one relationships</li> <li>express what they feel and think about the world around them</li> <li>act out situations in a safe and supportive environment</li> </ul> <p><b>Below are some of the skills that you would need for this role</b></p> <ul style="list-style-type: none"> <li>• excellent communication skills</li> <li>• creativity, intuition and imagination</li> <li>• the ability to relate to people from all backgrounds</li> <li>• emotional strength, with the ability to cope with challenging situations             <ul style="list-style-type: none"> <li>• report writing skills</li> </ul> </li> </ul>



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	Description of role
<b>Volunteer Advocate for Family Group Conferencing (FGC)</b>	<p>To help children, young people and adults have a voice in their family group conference.</p> <div data-bbox="413 656 845 983" data-label="Image"> </div> <div data-bbox="873 692 1477 983" data-label="Image"> </div> <p>Volunteer FGC advocates work with family members who have been referred to Doncaster Children's Service Trust, Family Group Conference service. The role includes meeting with family members in a place where you both feel comfortable, talking through their wishes and feelings, agreeing how you will represent them and support them at their family group conference and attending family group conferences and review meetings.</p> <p><u>Relevant Skills and Qualities</u></p> <ul style="list-style-type: none"> <li>• Non-judgemental</li> <li>• Good sense of humour</li> <li>• Empathy</li> <li>• Reliability</li> <li>• The ability to work in stressful and emotional situations</li> <li>• The ability to set and maintain appropriate boundaries</li> <li>• The ability to keep confidentiality</li> <li>• Self-awareness. An understanding of personal issues and how these can affect your work</li> <li>• Creativity</li> <li>• The ability to listen and communicate effectively</li> <li>• Assertiveness and diplomacy</li> </ul>



# DONCASTER YOUTH & FAMILY HUBS

## Home Visiting Volunteer Fundraising Volunteer

### Description of role



#### **Home Visiting Volunteer (Doncaster based)**

Are you interested in helping out local families? Home-Start volunteers visit families at home for 2-3 hours each week supporting parents in situations as diverse as isolation, bereavement, multiple births, illness, disability or who are just finding parenting a struggle. They provide non-judgemental support helping build a family's confidence and ability to cope. All volunteers complete a mandatory 6 week training course and all expenses will be reimbursed. All volunteers will be expected to complete an Enhanced DBS check and have satisfactory references. If you are interested in volunteering please visit [www.homestartsy.org.uk](http://www.homestartsy.org.uk) and complete the volunteer application form. If you have any questions about the volunteering role please contact the office on 0114 2788377

#### **Fundraising Volunteer (Doncaster based)**

Are you interested in becoming a volunteer of our successful Doncaster fundraising group, to share ideas, promote and get involved in activities to raise funds to support the work of Home-Start South Yorkshire? We are a small team organising coffee mornings, fashion shows, attending local indoor and outdoor Community events throughout the year, where we host information stands and fundraising stalls. If you are 18 years of age or over, can get together (bi-monthly) for informal meetings in the Doncaster area, and have the spare time to carry out Community duties at local events, we'd love to hear from you. Your enthusiasm is more important than previous experience, as we welcome everyone to share and expand our collective skills. Criminal record (DBS) checks are carried out on all our volunteers, so please note you will be asked to supply personal information when joining our team. If you are interested please visit [www.homestartsy.org.uk](http://www.homestartsy.org.uk) and complete the volunteer application form. If you have any questions about the volunteering role please contact the office on 0114 2788377.

# DONCASTER YOUTH & FAMILY HUBS

## Volunteer Skipper

### Description of role



Skipped by a fleet of volunteers (both male and female), the wide beam vessel travels the Leeds / Liverpool canal, between Foulridge and Bingley Five Rise, via the picturesque market town of Skipton, and takes in the spectacular North Yorkshire countryside.

Passengers can experience life on board a canal boat, along with unique opportunities to see elements of the environmental, arts, industrial heritage and learn more about water safety.

a continuous programme of refurbishment is in place for Adams Ark, which was fully refurbished in 2012

buoyancy aides are provided and a mobile phone is available for emergency use  
all skippers are qualified and hold a Certificate of Community Boat Management  
and have been vetted by the Disclosure and Barring Service  
accessibility - groups should be mindful that during an emergency, disembarkation of physically disabled people would be the main difficulty - skippers are trained in evacuation procedures, but the minimum ratio is two able-bodied to one physically disabled user

For Bookings & Enquiries

[chris.stacey@doncaster.gov.uk](mailto:chris.stacey@doncaster.gov.uk)



### Description of role

# DONCASTER YOUTH & FAMILY HUBS

## OpenCast Volunteer



At Open Cast we're passionate about positive achievement.

We work hard to provide the support and training that young people need to re-engage with mainstream education, employment and training.

It's our job to help young people realise their potential to build a better future- because young people are the future.

All courses are run in line with school term times in order to provide a seamless fit with the existing structure and allowing an easy fit for school based referrals.

We support young people aged 13 – 25. Based in central Doncaster, we're accessible to all.

**If you would like to Volunteer for OpenCast**

**Call: 01302 322683**

**bob@opencast.org.uk**

**PLEASE NOTE:**

# DONCASTER YOUTH & FAMILY HUBS

**ALL VOLUNTEER ROLES ARE SUBJECT TO A  
SATISFACTORY DBS (Disclosure & Barring Service)  
CLEARANCE, AND A VOLUNTEER CAN ONLY START IN  
THEIR ROLE WHEN WE HAVE RECEIVED THE DBS  
CERTIFICATE**

**DBS Guidelines:**

**After an initial enquiry about volunteering, an informal, one to one interview will be arranged.**

**If the interview is satisfactory, then the DBS process will start.**

**We will need to see certain forms of identification to start the process, this could include Passport, Driving Licence, Birth Certificate, Recent utility bill (showing name & address and must not be more than 3 months old)**

**This process could take from 2 to 8 weeks.**

**FOR FURTHER DETAILS.  
PLEASE CONTACT  
DARREN GOUGH  
VOLUNTEER COORDINATOR  
ON**

**07973635740/01302737084  
darren.gough@doncaster.gov.uk**

# DONCASTER YOUTH & FAMILY HUBS

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