

Drop-in Session Volunteer

NOTRE DAME
REFUGEE CENTRE



At Notre Dame Refugee Centre, we extend a warm welcome to refugees and asylum seekers. Our centre is a place where individuals can find expert advice and the opportunity to participate in a range of activities at the centre.

Role Description

On Mondays and Thursdays, we run our drop-in sessions from 10:00am-2:00pm. During these sessions, we run our ESOL classes and socialising cafe. Volunteers support us by ensuring the smooth running of the drop-in sessions. This role requires a commitment of **6 months** of volunteering. Volunteers are entitled to £6 for travel expenses.

There are three key areas that you may be assigned to as a drop-in session volunteer:

- **The Welcome Desk:**

The welcome desk is our clients' first point of contact with the centre. Volunteers assigned to the welcome desk will be tasked with signing clients in and directing them to the correct area.

- **Cafe**

Our cafe provides clients with hot drinks, snacks and lunch (sandwiches). Those assigned to the cafe will prepare and serve hot drinks to clients.

- **Sandwiches**

We provide lunch for our clients during the drop-in sessions. Volunteers assigned to making sandwiches will prepare and serve the sandwiches at lunchtime.

Person Specification

Essential

- Enthusiasm and commitment to supporting refugees and asylum seekers
- Good communication skills
- Be able to commit to volunteering for **at least 6 months**
- Ability to work well in a team

Desirable

- Ability to speak the following languages: French, Lingala, Arabic, Spanish
- Experience working or volunteering with refugees or asylum seekers

How to apply

If you are interested in applying for this role please email a completed copy of the Volunteer Form to info@notredamerc.org.uk. The form can be found on our website: [Volunteer with Us | NDRC \(notredamerc.org.uk\)](#)

Please specify on your application form which role you are interested in applying for.