

Volunteer Team Leader



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. As a Volunteer Team Leader you will support the Support Services Coordinator to ensure that volunteers carry out their roles and feel supported whilst they volunteer at the centre. You will be required to volunteer from **9:30am to 2:30pm**.

This role requires a commitment of **6 months** of volunteering. Volunteers are entitled to £6 for travel expenses.

In this role, you will be tasked with the following:

- Delegating tasks to volunteers
- Help identify need for new volunteers and opportunities
- With the support of the Support Services Coordinator deliver volunteer induction and ongoing support
- Help plan and run a range of engaging activities

Person Specification

Essential

- Enthusiasm and commitment to supporting refugees and asylum seekers
- Good leadership skills
- Good communication skills
- Good organisational skills
- 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 Application Form to info@notredamerc.org.uk. The form can be found on our website: