

Thurrock Council volunteer role description

Children's Centre parent participation volunteer

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| Supported by | Children's Centre Manager |
| Role summary | The main role of the Parent Participation Volunteer is to make sure local families are knowledgeable about the children's centre and participate fully in shaping its services. The volunteer will carry out their role alongside administrative staff employed by Thurrock Children's Centre. |
| Location | Various locations across Thurrock. |
| How to apply | Complete the application form at www.thurrock.gov.uk/volunteering |

Tasks and responsibilities

You will be expected to:

- help distribute information about children's centre activities in the local community
- meet with new families to make sure they are informed about the Parent's Forum and Advisory Board
- attend drop-in sessions to gain feedback from parent users and assist with consultations, surveys and evaluations
- undertake the administration of parent's forum meetings, making sure these are well publicised and decisions are recorded and disseminated to other families
- work with the chair of the advisory board to make sure feedback is given to other parent users
- help organise informal gatherings and social events for family users of the children's centre

Skills and experience

You must:

- have a friendly, welcoming approach
- be able to engage with people of all ages and backgrounds
- have good listening skills
- be knowledgeable about local communities
- be willing to involve families in the work of the children's centres

Time commitment

Times to be agreed with the Children's Centre Manager before volunteering.

Support you will get

We will:

- reimburse expenses, as agreed
- provide induction training
- provide relevant training and development
- provide on-going support

This role requires a Disclosure and Barring Service (DBS) check.