

## Children's Centre Volunteer

### Role Description

**Role Title:** Parent Participation Volunteer

**Supported by:** Your Local Children's Centre Manager

**Role Purpose:** The main role of the Parent Participation Volunteer is to ensure that 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:** Any of Thurrock's Children's Centres

#### Tasks and responsibilities

- Help distribute information about children's centre activities in the local community
- Meet with new families to ensure that 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 ensuring that these are well publicised and that decisions are recorded and disseminated to other families
- Work with the chair of the advisory board to ensure feedback to other parent users
- Help to organise informal gatherings and social events for family users of the children's centre

#### Skills and experience

- Have a friendly, welcoming approach
- An ability to engage with people of all ages and backgrounds
- Good listening skills
- Knowledgeable about their local communities
- To 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.

#### Council's commitment

- Relevant training opportunities
- Reimbursement of agreed expenses
- Other commitments as set out in the Volunteer Welcome Pack.

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