

VACANCY FOR VOLUNTEER SUPPORT ASSISTANT

(24 hpw over 4 days 0915-1515)

Post Title:	Volunteer Support Assistant
Responsible to:	Board of Trustees
Location:	The Unicorn Centre
Job Purpose:	Provide support to Supported Volunteer Programme (SVP) participants.

DUTIES AND RESPONSIBILITIES

1. Day to day supervision and support of the SVP participants during yard duties, in the classroom and on trips or other off-site activities. This may involve physical support for the SVP participant during yard duty eg helping with barrows, water buckets etc.
2. Delivering horse-care tuition to the SVP participants, and horse-riding tuition if appropriate.
3. Ensure that the SVP participants always follow health and safety procedures and are aware of the safety culture within the Centre.
4. Assist in the processing of relevant paperwork for SVP participants including consent forms etc.
5. Compile timely support log reports plus accurate registers of attendance of SVP participants and following up promptly on any absence or non-attendance, in line with the Centre's Safeguarding procedures. This will involve working closely with our Volunteer Co-ordinator.
6. Ensuring SVP participants depart the Centre promptly at their expected finish times and by the correct mode of transport, ensuring Safeguarding procedures are adhered to and that any issues are followed up on promptly and raised with senior staff.
7. Assist in the maintenance of accurate records in relation to SVP participants and their support needs/provision.
8. Ensure that SVP participants' diaries are completed at the end of the day, liaising with participant parent/carers regarding any issues as appropriate.
9. Ensure that SVP participants' questionnaires and reviews are completed within the stated deadlines.

10. Provide one-to-one support sessions for SVP participants as required. Alerting senior staff to issues as appropriate.
 11. Assisting with ASDAN or other qualification evidence gathering for SVP participants' portfolios, supporting them to achieve current qualification targets.
 12. Ensure adherence to the Centre's Health & Safety and Safeguarding Policies and any other policies relevant to your job.
 13. Other duties as relevant to your post and in line with the teamwork culture of the Centre.
 14. Undertaking training as identified and relevant to your role, and maintaining your personal CPD portfolio accurately and up-to-date to reflect this.
 15. Undertaking other reasonable duties as may be required, including covering for absent staff where appropriate.
 16. Participating in termly SVP team and staff team meetings as arranged.
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