**Volunteer Role Description**

**Role title:** Volunteer

**Responsible to:** CEO/Operations & Programme Manager

**About Social Ark**

Social Ark was created to support young, working-class people from under-resourced East London communities. Through structured learning, tailored 1:1 support and expert mentoring, these young people become social entrepreneurs, setting up businesses guided by their own lived experiences. Young entrepreneurs that have been through Social Ark programmes remain part of the Social Ark family. They access continued support through the Social Ark Personal Development Programme and in return they contribute to the co-design of future programmes and become peer mentors to new members.

**Social Ark Volunteering**

Volunteers take part in many different areas of Social Ark’s projects and bring a variety of different skills and expertise. Ways to get involved include:

* **Supporting our Social Ark core team with expert skills:** (social media, creative blog writing, graphic design, finance, marketing, fundraising etc)
* **Mentors:** The young people that go through our programme are matched with a corporate mentor and a specialist mentor in their chosen field. Our mentors offer much valued hands-on, one-to-one support and guidance to our young entrepreneurs. This is a brilliant way for you to develop your skills, diversify thinking, and add real value to the communities that you operate in
* **Inspirational volunteers:** Grassroots social entrepreneurs are dedicated and full of passion. We are always looking to connect our young people with individuals with powerful entrepreneurial and life stories to tell, especially when they focus on values, learning from failure and overcoming challenges.
* **Expert facilitators**: We are looking for experts to support us in delivering our programme. If you have expertise in a particular field E.g. Finance, Marketing, Social Media, Strategy, Business Planning, Governance, Pitching/Presentation, Coaching, Fundraising, and would like to give back by facilitating a workshop for our young entrepreneurs, then we'd love to hear from you.

**What to Expect:**

If you are interested in mentoring one of our young people on the Step-Up programme, we expect you to commit to the full 12 months. Mentors will meet with a mentee on a regular and consistent basis as agreed with the CEO/Operations & Programme Manager (a minimum of 2 meetings per month). Social Ark will provide training, monthly supervision, and support evenings which mentors will be expected to attend.

**Tasks and responsibilities**

• To offer consistent, scheduled appointments minimum 2 face to face per month.

• To provide regular and timely updates to the CEO/Operations & Programme Manager.

• To create a supportive environment in which the young person will feel encouraged to explore, define and achieve their agreed goals.

• To develop the young person’s awareness of personal strengths and resources and to build independence.

• To maintain professional boundaries and adhere to the appropriate channels of contact and communication as set out in the mentor/ mentee agreement and volunteer training.

• To uphold Social Ark’s mission, vision and values.

• To adhere to all Social Ark’s policies and procedures, i.e. Safeguarding, Lone working, Health and Safety, Data Protection, Confidentiality.

• To participate in regular supervision, to communicate regularly with the CEO/Operations & Programme Manager and to highlight and appropriately report any areas of concern.

• To undergo an Enhanced DBS disclosure.

**Person specification (assessed through application and interview stage):**

• To recognise young people’s skills, strengths and potential.

• Ability to engage with young people and develop a trusted relationship.

• A passionate, personable, and non-judgemental approach.

• Committed, reliable and patient.

• Effective planning and organising skills and the ability to develop this resource in young people

• Ability to listen actively and constructively.

• Commitment to working inclusively with an understanding of equal opportunities.

• Excellent time management.

• Have awareness of the impact of violence, vulnerability and exploitation on young people, and have knowledge of strategies to address these issues.

• Knowledge and skills to identify risk factors and put in place mitigating strategies to support the young person in line with Social Ark’s approach and policy framework.

• Understanding of the role and impact that employment, education and training can have as a protective factor for young people.

• Ability to engage with vulnerable young people and adults to explore, define and achieve their agreed goals.

• Practical understanding of diversity and ability to apply its principles within the work with young people

• Understanding and ability to implement Social Ark’s policies and procedures for the protection and safeguarding of vulnerable young people and adults.