

MOTHERS' SUPPORT GROUP COORDINATOR

Background to Westminster Befriend a Family

Are you keen to gain experience within the not-for-profit sector? Are you interested in organizing meetings for a group of mothers living in Westminster? Can you offer a minimum commitment of six months? We'd love to hear from you!

Westminster Befriend a Family has been providing support to vulnerable families in the borough for 30 years. Supported by a network of volunteers, we offer mentoring, befriending and peer support networks for isolated families, building independence, breaking cycles of social exclusion and preventing a slide into crisis. Volunteer befrienders visit families weekly, empowering them to overcome challenging circumstances and offering social and emotional support. 'Broadening Horizons', our flagship mentoring programme, supports 13 – 18 year olds, building aspirations, boosting confidence and providing additional support with educational and social challenges. We provide continuity through facilitating peer support sessions, where parents can meet in a safe, inclusive environment.

Outline of the role

By being part of WBAF volunteers' team you will be helping us to have greater reach in making a positive impact on the lives of many vulnerable families and young people, living in Westminster.

We are planning to relaunch our well-known Mothers' Support Group in September and we are looking for a volunteer coordinator to help us doing this and facilitate these meetings onwards.

These weekly meetings will create a space for disadvantaged mothers to meet, get to know each other, share stories and offer support to one another, in a relaxed environment.

Ideally, we expect you to join us on a weekly basis for 5 hours over a six-month period at least.

We offer

- Full induction, guidance and supervision from charity staff.
- A supportive, friendly environment where you can develop your organisational skills and acquire new skills on how to support a group.
- The space to be creative and manage your own work.
- Certificates of recognition and references to support your professional development.
- Travel expenses.
- Time Credits.

Key responsibilities

- Facilitating group sessions by contacting mothers and organising shopping for refreshments and sessions materials.
- Keeping records of activity logs, registration and attendance forms and report back to the charity staff after every session.
- Delegating tasks to group members, in addition to promoting the service to other community organisations and groups to attract more members with the support of charity staff.

Skills Required:

We are looking for people with:

- Great communication and organisational skills in group settings.
- Patience and creativity
- Ability to listen actively and maintain confidentiality and boundaries
- Basic IT skills
- Ability to work independently.

Experience Required:

- Ideally, we'd like someone who has working or volunteering experience with women and who is familiar with their issues and concerns in order to provide them with the necessary support.
- Speaking Arabic or Bengali would be also an advantage.

If you're interested in applying for this volunteering role, please send your CV to loris@befriendafamily.co.uk before 15th August 2019.

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