



JOB DESCRIPTION – VOLUNTEER YOUNG PERSON ADVISER

RESPONSIBLE TO: Operations Manager

MAIN PURPOSE: To assist in the delivery of support and advice, general office administration relevant to the smooth running of the drop-in service.

Role and Responsibilities:

- To assist in the delivery of face to face work in the drop-in.
- Ensure case files are completed and up to date at the end of every drop in session.
- Maintain effective relationships with young people.
- To ensure that the service is accessible to all young people within the age bracket.
- To be clear as to what the service can offer and to ensure that young people understand the boundaries.
- To provide accurate information and advice.
- To maintain effective relationships with appropriate agencies.
- To ensure that we use up to date information regarding other services.
- To work collaboratively with other services as appropriate.
- To work as a member of the team, sharing ideas and maintaining good channels of communication.
- Familiarise yourself with all of our policies and work within those guidelines.
- To be available at least on afternoon per week to volunteer from 12.15 PM – 3.45 PM.