**Volunteer Befriending role**

Henna’s Befriending service provides extra help to improve individuals social circles. We reach out to the most vulnerable individuals that live in London.

Henna volunteers will pay regular weekly visits to clients and support them into taking steps to come out of the home and access different services.

The Befriending service does not include shopping, cooking, cleaning the individual’s home or bathing/changing the individual or their family members.

Henna provides all the necessary training for volunteers to go out and befriend. Regular on-going training is provided to support volunteers in enhancing their own skills. The role does not require any specific qualifications but does require a person to be able to work with vulnerable adults who may have a series of health issues. Commitment is required to attend core training sessions.

* Have good communication skills and can speak a South Asian language such

as Hindi, Urdu, Punjabi, Gujarati or Bengali.

* Understanding of the Asian community in Britain.
* Have a mature attitude and empathy for Clients.
* Can maintain confidentiality.
* Use a non-judgemental, honest and tactful approach.
* Ability to commit 2-3 hours per week for a minimum of 3 months.
* Pass DBS check

**\* This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010**

**Volunteer Administrator Role**

Henna Asian Women’s Group are currently looking for an individual to take out admin duties and data entry.

This role will include the individual to take out monitoring protocols and then record all results within Henna’s database. This role will also include admin duties such as mail outs. The monitoring process will involve the individual accessing on-going services within the community centre, meeting the beneficiaries and taking out monitoring questionnaires.

Must be fluent in Hindi/Urdu to speak with beneficiaries and interpret when necessary but also have a good standard of spoken and written English. Sound admin skills or be willing to learn in order to:

* Collect data through monitoring protocols
* Support the Project Development Officer to collate and enter data within

database

* The ability to provide translations in Hindi/Urdu would be essential
* The role requires a sympathetic friendly nature and excellent listening skills

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**Volunteer Learning & ESOL role**

We provide an educational programme of activities with the goal of raising awareness and increasing education of this client group.

You will help:

* Participants to develop their speaking, listening, reading and writing skills.
* Work with the educational facilitators to provide support to participants who need additional assistance within their classes thus ensuring that students are exam ready and achieve their learning goals.
* Set-up service, provide refreshments and take registration.

Relevant Skills, Competencies and Experience:

* Have a positive and dedicated approach with a real desire to make a difference
* Be qualified to at least Level 2 in both Math and English, with knowledge of the GCSE Curriculum
* Have excellent communication and interpersonal skills
* Knowledge of Hindi or Urdu would be desirable.

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**Social media volunteer**

Henna provides activities throughout the week, we are looking for a dedicated volunteer who will promote, develop and maintain our online presence in order to maximise our impact and to promote ourselves as widely as possible to the local community.

You will help with:

* Kick-start our ‘Henna YouTube Channel’
* Use social media to promote the activities and achievements of Henna- Facebook, LinkedIn, Twitter, Instagram and YouTube
* Keeping our social media channels updated on a frequent basis
* Encouraging others to comment on our posts and share them with others
* Growing our followers on social media platforms.
* Ensure that communication reaches a wide range of local stakeholders, funders and diverse audience
* Track the effectiveness of our social media work and recommend ways forward.
* Develop publicity materials and target communities who are vulnerable and high-risk women.

Relevant Skills, Competencies and Experience:

* A university graduate or undergraduate in marketing and communications media.
* Experience of using Microsoft Office, including Word, Excel and Outlook
* Good Communication skills- Oral and Written
* Good understanding of confidentiality
* The ability to work equally well in a team and unsupervised

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**Service and Outreach Volunteer**

We are looking for a dedicated volunteer who will work in collaboration with Henna staff members in delivering project services. This role will include the individual to work across different boroughs in London in an outreach model which ensures that it is available to meet the needs of hard to reach communities whose needs are currently unmet.

You will help with

* Seeking and managing new relationships with other community centres, grassroots organizations, NGOs, religious institutions etc.
* Create awareness about Henna and motivate other organizations to refer their beneficiaries to seek Henna project services.
* Provide your assistance with Henna quarterly outings and events.
* Provide support in the delivery of all aspects of Henna project services.
* Maintain all information in line with confidentiality and data protection policies

Relevant Skills, Competencies and Experience:

* A university graduate or undergraduate in Sociology, Psychology, Human Rights or other relevant educational qualification.
* Have a positive and dedicated approach with a real desire to make a difference
* Outstanding communication skills, written and verbal
* Experience of using Microsoft Office, including Word, Excel and Outlook

**\* This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.**