



Volunteer Role Profile – Skilled Session Coordinator

Role: Volunteer – Skilled Session Coordinator

Location: Drop-In Centre, Whitehill Lane, Aylesbury, HP19 8FL

Manager: Drop-in Centre Project Manager

What we are looking for

Are you passionate about inspiring young people? Do you have skills, experiences, or stories that could help them grow in confidence and resilience? We are seeking friendly, positive and supportive volunteer Skilled Session Coordinators to join our young people's drop-in center to bring fresh perspectives and engaging activities to our young people. As a Skilled Session Coordinator you will deliver sessions to young people based on your skills/knowledge/ interest. This could be anything from baking, music, arts & crafts, IT skills, Budgeting, sports, or a talk/discussion about a certain career or learning topic. The session can be a one-off event or a series of events taking place over a period of time.

We want to offer as many opportunities to the young people who attend the Drop-In Centre as possible so if you think you have something young people may benefit from learning, please get in touch to discuss.

What you will be doing

Your role will include some of, but is not restricted to, the following tasks:

- **Prepare Session/s:** Plan your session, create a session plan, discuss what resources you will need and set up all activities. Sessions will have to be checked by a member of staff before delivery.
- **Deliver session/s:** Lead a one-off or regular session on a topic you're passionate about (e.g., mental health, teamwork, public speaking, career advice, personal challenges, or creative skills).
- **Support Engagement:** With the support from other staff, encourage young people to engage in your session and contribute, as much as they are willing and able to do throughout.
- **Communication:** Share your experiences to help young people develop confidence and resilience. Communicate effectively with the other staff to ensure smooth operations.
- **Confidentiality:** Maintain young people's confidentiality and adhere to the service's privacy policies.
- **Safety and Compliance:** Ensure the safety of young people by adhering to safeguarding policies and procedures.



The skills you need

- Able to uphold Youth Concern's values in your role
- Good verbal communication skills
- Creative thinking and being able to think on your feet
- Have a positive attitude with a proactive and flexible approach to your work
- Comfortable working independently and as part of a team
- Confident in environments where tense situations can arise
- To be resilient and not be put off if there is little to no engagement in your session. It may take a while for young people to engage with you
- A working knowledge of safeguarding and professional boundaries (training provided)
- Experience working with young people (desirable)
- Good written communication skills (desirable)

How you will benefit

- Full induction and training.
- Other training opportunities relevant to the volunteer role.
- Regular supervision and support.
- Enjoy a rewarding role that makes a tangible difference to young people in your local community.
- Help create safer and more comfortable environments for young people.
- Become part of a compassionate community, meet new people, and make lifelong friends.
- The chance to meet new people.
- Be invited to Youth Concern's Volunteer social events.

This is a voluntary position, but reasonable expenses will be reimbursed.

What we ask of you

- To complete an Enhanced DBS check with us, because this position will involve working directly with vulnerable young people.



- To provide two references from non-family members and other relevant documents related to the role
- To read, have knowledge on and keep to all the charity's policies, procedures and guidelines
- To always follow the safeguarding procedures and share any concerns. This includes working within safety plans when they are in place for a young person.
- To complete an induction and any training related to the role
- Complete mandatory training and role related renewals, as requested

About Us

Youth Concern is an independent charity based in Aylesbury Vale, Buckinghamshire that supports 13-25 year olds. We are inclusive; we aim to support all 13-25 year olds, but we specialise in helping those facing additional challenges. In running a Drop-in Centre, counselling and homelessness prevention projects, Youth Concern's holistic service delivers real benefits for young people with multiple needs.

Youth Concern's vision is that every young person has the resources they need to live a happy, healthy and fulfilling life. Our purpose is to be there for and respond to vulnerable young people when they need us most. At each contact we work to transform lives.

Our mission is to enable young people from diverse backgrounds and with chaotic lifestyles to broaden their opportunities, realise their aspirations and optimise their well-being. We achieve this through the delivery of bespoke, holistic support packages helping them overcome disadvantage and reduce risk whilst facilitating the transition to independent adulthood.

Youth Concern Values

- We put young people at the heart of all we do
- We care deeply
- We listen without judgement
- We never give up
- We empower and collaborate

Disclaimer



We look to recruit a diverse range of volunteers. If your skills don't fit the above, please do not let this put you off as we are able to be flexible in most of our roles. We may also be able to offer you a different role that we both feel you are more suited to.

For more information or if you have any questions regarding this volunteer role, please contact the Volunteering Coordinator at jasmine@youthconcern.org.uk