



Role Description

Directorate	Children Education and Families
Role Title	Volunteer Training and Liaison
Responsible to	Parent Partnership Officer
Role Purpose	To contribute to training and liaison with education establishments alongside the Parent Partnership Officer.

Tasks and Responsibilities

- 1 Alongside THURROCK PARENT PARTNERSHIP SERVICE officers contribute to the training courses 'Working Positively with Parent/Carers' and 'Communicating Effectively with Parent/Carers', when delivered to schools, governors and local authority officers
- 2 Visit education establishments to raise awareness of the service by issuing leaflets and other promotional items.
- 3 To discussing with education professionals what training or support services would be beneficial.
- 4 To distribute THURROCK PARENT PARTNERSHIP SERVICE leaflets and posters to various education establishments across the locality and be responsible for ensuring supplies are maintained.
- 5 Have no potential clash of interests.
- 6 To actively promote the Council's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
- 7 To ensure full compliance with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work.

Skills and experience

The Training and Liaison Volunteer should be someone who has good communication skills.

Other skills we will be looking for are whether you can:

1. Be reliable and trustworthy
2. Be confidential
3. Be committed



The Commitment

You can volunteer flexibly with mutually agreed hours, but typically during school term times only.

The Councils commitment to Volunteers

The Parent Partnership Service provides all volunteers with:

- Induction
- Free training
- Travel expenses
- Insurance
- Ongoing support and supervision
- Opportunities to develop and enhance interpersonal skills in communication and negotiation