

**The Vine Family Time Centre  
Centre Volunteer**

**Role Specification**

**Reports to:** The Centre Manager/ Team Leader

**Responsible for:** Family Time session

**Minimum Time Commitment:** 1 – 2 years (fortnightly or monthly), with an option of increasing knowledge to assist manager if interested.

**The Role:** The core part of the role is by being present at the Family Time Centre session, assisting with observing and safeguarding children whilst in the session, whilst creating a fun, warm and welcoming environment.

- To assist with observing contact between a parent and their child(ren)
- Engage with parents regarding any queries relating to their children
- Sign parents/children in and out of family time sessions
- Setting up of the hall and refreshments for families attending the session
- Be involved in creating activities for the session (especially structured dates i.e., Mothers/Father's Day, Easter etc.)
- Briefed on the families attending the session
- Build skills on pre-visit appointments for potential new families attending the session
- Assist with new volunteer interviews
- Set everything down after the family time session has finished
- De-brief on the families that have attended for contact
- Flexibility of covering extra sessions if sickness/short of volunteers

In addition, there is the opportunity to provide marketing support to the Centre Manager according to your availability and aspirations but could include:

- Raise awareness of the mission and work of the Family Time Centre among Leeds Vineyard and the wider community.
- Liaise with local companies, contacts in promoting the work of the Family Time Centre
- Marketing and publicity for the centre.
- Fundraise to support the work that we do and to raise funds to help with sustainability.

You will undertake your duties in accordance with the policies of The Vine and of the National Association of Child Contact Centres and cover safeguarding training annually as well as 2/3 other training modules throughout the year.

Manager **Jaime Walcott** 07435788837

Patron **Judge Charles Prest QC**

Email [familytime@thevineleeds.org](mailto:familytime@thevineleeds.org)

[www.thevineleeds.org](http://www.thevineleeds.org)

Charity Reg. no. 1071353 Company limited by Guarantee No. 03541920 NACC Accreditation No. 1286/8

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**Person Specification**

***Essential:***

- Creativity for activity planning.
- Ability to work effectively as part of a team.
- Forthcoming with new ideas to help improve the service.
- Effective communication
- Flexible to the needs of the centre with dates and short notice
- Punctual with time keeping
- Adhere to deadlines for training purposes
- Ability to follow instructions and guidelines
- Willingness to accept the leadership of the centre manager/team leader

***Desirable:***

- Committed to the Christian values underpinning The Vine
- Experience of managing a team of staff or volunteers
- Excellent Organisation skills and attention to detail.
- An active member of Leeds Vineyard

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