**GCDA Volunteer Role Description**

**for the Woolwich Front Room**

**Are you looking to volunteer in a meaningful, but fun and engaging way? Have you got 4 or more hours to spare each week and want to share your skills and experience to make a difference?**

**The Woolwich Front Room is a vibrant and exciting hub in the heart of Woolwich. We run community events and activities, adult learning courses and host a variety of activities. We also have a Lounge space where we welcome people to hang out, grab a cup of tea and have a chat.**

|  |  |
| --- | --- |
| **Role** | Woolwich Front Room Voluntary Assistant |
| **Purpose** | To support the Front Room Manager or other GCDA supervising staff with their day-to-day roles including café area counter cover, room set up for events, general cleaning and venue tidying.  Activities could also include social media, website management and/or event management (entirely based on desires and skills/experience of the volunteer). |
| **Responsible to** | The Woolwich Front Room Manager |
| **Commitment** | 4 hours minimum per week; 6 month commitment preferred; expenses will be covered (travel on receipt of proof of travel), and for shifts longer than 4 hours, we will provide a free meal |
| **Location** | Woolwich Front Room, 105 Powis Street, SE18 6JB |

|  |  |
| --- | --- |
| **Tasks** (these include some that you will receive specific training for) | * To welcome visitors with a friendly, smiling and welcoming demeanour * To learn about the work of GCDA and be able to tell people about the work of GCDA * To learn about the work of the Front Room and be able to tell people about what we do here and information about specific areas. * To ‘signpost’ visitors to relevant leaflets/ flyers in our Information Zone * To be an active member of the Front Room team including completing tasks on our checklists (cleaning, tidying etc.) * To assist in the café area, including serving drinks and food items * To be able to take sales and use the sales equipment * To offer cover to the Front Room Manager for them to have any meetings or other breaks as necessary * To support day to day running of the venue, including any specific tasks as required * To help set up rooms as required for bookings and other events * To assist with any events as required * Be willing to complete any training requests (in person and online) * Attendance at team meetings online (once a month in evening) * To help with social media scheduling (if volunteer desires/able) * To support with updating website (if volunteer desires/able) |
| **Personal attributes and experience - essential** | * Good customer service skills * Able to use own initiative * Able to assist/complete in manual tasks * Be able to adhere to and complete any instructions for tasks * Maintenance of good hygiene in the workplace and personally * Experience of working in a catering, community or public-facing setting |
| **Personal attributes – desirable** | * Knowledge of Hoot Suite for scheduling social media posts * Knowledge of social media platforms (Instagram, Facebook and Tik Tok) * Knowledge of using Content Management Systems like Wix to update websites * Awareness of basic Health & Safety * Ability to ‘teach’ or run a drop-in group for any creative or other skills |
| **It’s an Opportunity to…** | * Develop and share your skills in a food and community environment * Make a tangible difference to a vibrant and essential community space * Meet new people and become part of a committed, fun team |

**How to apply:**

To apply, please complete [this application form](https://77381610-a4a0-4282-a728-7c6307eacac4.usrfiles.com/ugd/773816_ff862a7b610a45d39eff8202a85a1306.docx) and email it to [woolwichfrontroom@gcda.org.uk](mailto:woolwichfrontroom@gcda.org.uk) by **Wednesday, August 20th at 10am**.

Informal interviews will take place on **Tuesday, August 26th** at Woolwich Front Room in the afternoon (alternative dates can be arranged if needed).

For an informal chat about the role please contact the Woolwich Front Room Manager Geraldine on [geraldine@gcda.org.uk](mailto:geraldine@gcda.org.uk) or 020 4524 2685 (Tuesday – Friday, 10.30am – 4.30pm).

Thank you for your interest in supporting the work of Woolwich Front Room! We will contact you after the deadline to follow up your application.