**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.**

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| **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 |

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| **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)
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| **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
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| **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
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| **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
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**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 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 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.