**SESSION SUPPORT VOLUNTEER**

HMSC are looking for a volunteer who can support the centre manager during the drop-in sessions. The volunteer needs to be able to work on Mondays as this is when the session runs as well as an additional day, for a minimum of 6 months.

This role would suit someone wishing to gain experience of running a small charity or advice drop-in. This opportunity will also develop their understanding of the issues facing refugees, asylum seekers and other migrants in the UK and ways to provide advocacy and support to vulnerable migrants.

**Main Tasks**

* Supporting the centre manager with the running of the sessions, including administration tasks and support to volunteer advocates;
* Inputting relevant data in our database
* Supporting the work of professional advisers
* Supervising advisers lists, and help with adviser’s packs and forms.
* Maintaining the volunteer pack and updating when necessary;
* Assisting with monitoring and evaluation of our case work;

**Person Specification**

* Excellent organisational skills and experience of administration;
* IT literacy and experience of using Word, Excel and web browsers;
* Experience of using databases is desirable, basic knowledge of Access would be useful but not necessary
* Good communication skills;
* Attention to detail;
* Excellent spoken and written English;
* Ability to manage own workload and respond appropriately to competing demands;
* Interest in working collaboratively with a range of people;
* An interest in working with asylum seekers and migrants, and commitment to the aims and activities of the Haringey Migrant Support Centre.
* Experience of working with vulnerable client groups is desirable
* Knowledge of agencies relevant to the migrant/refugee sector is desirable

**Benefits**

* Reimbursement of travel expenses (receipts will need to be presented)
* Free meal and unlimited tea and coffee whilst volunteering
* Free additional training (dates to be announced in due course – training is normally held on Monday mornings before the session): access to health, asylum support, trafficking, etc.
* Professional reference after 4 months