

Volunteer Role Description

Role Title:	Volunteer – Ukrainian Conversation
Location:	Parkshot, Richmond
Department	RBS
Reports To:	ESOL Manager
Preferred Days/ Hours:	1-2 days a week
Duration:	Termly, with a review thereafter

Duties

1. Assist with Ukrainian conversations.
2. Leading conversation classes.
3. Assisting with general Information Advice and Guidance. (Signposting)
4. Adhere to College Policies and Procedures including Health and Safety, safeguarding and Equality and Diversify.

Benefits to Volunteer

Volunteering in the Business School at RACC will give the individual the opportunity to develop a range of customer service, administration and IT skills. The role will also give the individual an insight into the administrative processes in the complex environment of a large college.

This volunteer role will give candidates the experience of working as a team, and autonomously as an individual.

Personal Attributes

No special qualifications or experience are needed for this role, as any relevant training will be given, however, the following qualities and skills are important;

- 1) Good English language skills
- 2) Good communication skills
- 3) Good customer service skills
- 4) Good administrative and organisational skills
- 5) Good level of ability in Outlook
- 6) Accuracy of work and attention to detail
- 7) Good verbal and written communication skills
- 8) Able to work as part of a team and work proactively.