

## Role Description

<b>Role Title:</b>	<b>SafeSpace Volunteer</b>
<b>Department:</b>	Supported and Specialist Housing Services
<b>Reports to:</b>	SafeSpace Support Worker
<b>Location:</b>	HfW Head office in Brixton (SW9 9SP)

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### Overall Aim

Housing for Women is a charity and a housing provider with a mission to empower women and challenging inequality. We support women through affordable housing, help women and children escaping domestic abuse, survivors of trafficking, women leaving prison and older women.

Our SafeSpace Programme provides in-depth support to survivors of human trafficking and modern slavery. We help single women over the age of 18 who have been trafficked to the UK from outside the EU. All women must have been referred to the National Referral Mechanism.

Our SafeSpace Support Workers provide practical and emotional support to survivors of trafficking. We empower women to overcome trauma, rebuild their lives and regain their independence. We are there for survivors, developing a tailored support plan to meet the need of each individual.

We are looking for a friendly and motivated female volunteer to support our SafeSpace Support Worker, helping us with case work, record keeping and supporting the SafeSpace Team with various administrative tasks.

This is the perfect opportunity for anyone looking to support a vulnerable and disempowered group of women to reclaim and reorientate their lives, and to develop their skills in this area. We will provide relevant training and help you to identify career development opportunities.

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### Key Responsibilities

- ✓ Inputting data into the records system
- ✓ Supporting the SafeSpace Support Worker with her case work
- ✓ Answering queries
- ✓ General office duties such a data entry, photo copying and printing
- ✓ Maintain administrative systems and update where necessary
- ✓ Scanning documents
- ✓ To act in accordance with the aims of Housing for Women
- ✓ To promote and implement Housing for Women's Equal Opportunities Policy and other polices adopted by the Board

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### Availability

We are looking for someone who can volunteer for a day a week, for a minimum of six months.

The day would need to be either Monday or Tuesday and our service operation hours are 9:00 am to 4:30 pm

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## Benefits of Volunteering with Us

This is a great opportunity for somebody looking to gain experience in governance, office administration or with an interest in Social Housing. Some additional benefits are:

- ✓ Experience of working in a supportive and professional environment
- ✓ Full induction, support, and supervision
- ✓ Opportunity to develop new skills in a supportive and encouraging environment.
- ✓ Relevant training opportunities (i.e., Safeguarding, Confidentiality, Data Protection, etc.)

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## Additional Information

- ✓ Core training and induction will be provided prior commencing the role.
- ✓ We reimburse genuine out of pocket travel expenses (London zones 1- 6) to and from the place of work and up to £5 for lunch expenses for people volunteering four or more consecutive hours.
- ✓ We welcome applications from people of all backgrounds and sections of the community and we particularly encourage applications from senior citizens, ex-offenders, LGBTQ+ people and Black, Asian, and Minority Ethnic (BAME) candidates as they are currently under-represented in our Volunteering Programme.

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## Some Experience, Knowledge and Skills that would be useful for this role

<b>Experience and Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Interest in and some knowledge of the issues affecting women who have experienced being trafficked</li><li>• Knowledge and experience of Word, and Excel packages</li><li>• Awareness of workplace health and safety requirements is desirable but not necessary</li><li>• Good verbal and written communication skills</li></ul>
<b>Personal style and Behaviour</b>	<ul style="list-style-type: none"><li>• Ability to work on own initiative and working well as part of a team</li><li>• Resilient, able to handle conflict and remains calm under pressure</li><li>• Reliable and trustworthy</li><li>• Have a non-judgemental attitude</li><li>• Ability to maintain confidentiality and to follow best practice in Data Protection</li></ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Personal commitment to the corporate values, vision, and objectives of Housing for Women's culture of continuous service improvement</li><li>• Evidenced commitment to equality and diversity</li><li>• Sensitivity to working in a multicultural environment</li></ul>

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For more information, please contact **Chryssy Hunter – Volunteer Coordinator**

**Email:** [volunteer4us@h4w.co.uk](mailto:volunteer4us@h4w.co.uk) **Phone:** 020 7944 804

To apply, please complete this [Volunteer Application Form](#)