



FENIKS. Counselling, Personal Development and Support Services Ltd.
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Volunteer Role: Online Conversation Session Host

Project: Leith Conversation Cafes

Support Person	Gosia Kowalewska, Volunteer Coordinator/Community Development Worker
Role Purpose	The purpose of this role is to host inclusive and engaging conversation sessions in one of the weekly LCC sessions. Currently we are looking for a person who could run the online conversation session via ZOOM or Google Hangouts Meet.
Specific Tasks	<ul style="list-style-type: none"> ● Setting up an online meeting using LCC email account ● Sending out the link to the meeting to all attendees and responding to attendees' questions via MeetUp ● Running the conversation sessions on agreed times and days ● Meeting and greeting attendees ● Meeting and greeting LCC's guests from local organizations ● Making introductions, encouraging conversation, making sure everyone has a chance to express their views, making sure everyone is aware of agreements and respect them ● Providing information about local services, opportunities and events if needed
Other duties, dependent on interests and skills	<ul style="list-style-type: none"> ● Promoting LCC via social media ● Brining ideas for topics ● Helping to invite guests from local organizations ● Helping to cover other LCC sessions if needed and possible

Skills and Qualities Needed	<p>Volunteers will come from a wide range of backgrounds and will have many different qualities and skills. Essential qualities for this role are:</p> <p>Friendliness Open mindedness An interest in people, social issues and mental health Good level of spoken English</p>
Commitment	<p>2 hours a week plus regular team and support meetings. We would ask for a minimum of 4 months commitment after training has been completed.</p>
Support and Training	<p>The volunteer will be given regular support and will be invited to regular team meetings. During this support any relevant training that may be required will be identified and the volunteer will be offered suitable training to meet their needs.</p>
Expectations of Leith Conversation Cafe Volunteers	<ul style="list-style-type: none"> • Willingness to abide by Leith Conversation Cafés and FENIKS Policies • Reliability • Willingness to use provided support • Co-operation with administrative tasks e.g. surveys, evaluation etc. • Commitment to attend on-going training and LCC team meetings.
Location and time of volunteering	<p>Leith Conversation Cafes take place: Monday 18:30-20:00 Thursday 12:00-13:30 Sunday 16:00-17:300</p>
How to apply	<p>Please send an email to gosia.kowalewska@feniks.org.uk. Tell us a bit about yourself and why are you interested in the role.</p>

Task Description Updated: 19th of June 2020