**Volunteer Role Description **

AMINA is a national, award winning organisation that was founded on the principles of community development. We stand by key values such as collaborative, empowering, responsive and transformative. Our projects aim to empower, inspire and support Muslim and BME Women by working with partners to influence and create change in society, to ensure that their voices are heard and needs are met. Our vision is an inclusive world where Muslim women are empowered to fulfil their aspirations.

**Inspire, Connect and Enable Project Volunteer**

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| **Role Purpose** | To assist the Project Officer in admin, events and organising activities for members of Inspire, Connect and Enable group. These run on three Wednesdays a month, and may include trips out of the office. The purpose of the group is to support disadvantaged, isolated women in accessing services, developing knowledge and skills, as well as providing social networking opportunities that would benefit them. It also provides them with the opportunity to share their skills and host their own workshops or activities, to empower them and increase their confidence in their own abilities and what they have to offer. |
| **Role Overview** | This is an unpaid voluntary role within an ambitious but friendly work environment. We appreciate and value the contributions of the volunteer to achieve goals and uphold the ethos of the organisation. We aim to have a mutually beneficial relationship and support our volunteer to develop knowledge, skills and opportunities that will be useful to them in their future career.  |
| **Where** | AMINA MWRC, **1/3, 1st Floor, 6 Whitehall Crescent, Dundee, DD1 4AU** |
| **When** | 3 Wednesdays a month, possibility of extra days |
| **Minimum commitment** | 2 hours |
| **Minimum duration** | 4 months |
| **Key tasks and Responsibilities** | Assist in maintaining the ICE project running efficiently:* Help in setting up workshops and meeting rooms, and clearing up materials after sessions
* Maintain and update the ICE members’ list, ensuring new participants fill in the registration form
* Taking photographs during the session, then uploading on shared drive
* Assist in collecting evaluation at the end of the sessions
* Collect participant expenses (eg. bus tickets) and fill in the appropriate paperwork
* Some cash handling when reimbursing expenses
* Contact members through telephone, post or email with updates on programme
* Help out at events and trips
* Any other duties to help support the project and staff
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| **Person Specification** | * Reliable and punctual
* Basic IT skills, typing, data entry
* Bilingualism is an asset (Arabic or Urdu/Punjabi)
* Previous experience in organising activities/events/workshops is valuable
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| **Induction, support and training** | * Full induction provided, including a tour of the work area, team and facilities
* Regular support and supervision provided
* Opportunity to access Amina MWRC’s trainings and workshops in our other offices
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| **What will you take away from this opportunity to volunteer with AMINA** | * Insight of the work in a renowned charity for its work towards empowering women and tackling racism
* Valuable experience of engaging in community and social work
* Increased job and career prospects – 80% of employers are more likely to hire an applicant with volunteering experience
* Make new friends and contacts
* Understand the multiple barriers Muslim and minority ethnic women face in accessing opportunities or knowledge of services and how to reduce them
* Increase in confidence
* Sense of self-satisfaction and achievement
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| **Expenses**  | Travel and childcare expenses will be reimbursed upon request |
| **For more information and application, contact:** |  Email: recruitment@mwrc.org.uk  |