



## **Volunteer/Member Role Description**

### **Role: Community Adult Education Tutor**

#### **Our Adult Education Services**

SVP runs a number of services that focus on the personal, educational and social development of the individual. We operate community resource centres and other services where we offer classes to adults in a variety of areas. These can be categorised as life skill development e.g computers and cookery, or social and personal development e.g art, yoga. These classes are an opportunity for people to develop confidence and an improved sense of self-worth, empowering learners with the skills to engage positively in their community and enhance their lives.

#### **Overview of the Volunteer Role**

Volunteers share their passions and skills in a particular area e.g computers, cookery, art and teach a class to a group of adults in an informal setting. Our classes are focused on the needs of the individuals who take them. We develop course content for each class with our volunteers input, offering participants a guideline to what they will learn. Volunteers are not required to be fully qualified teachers, as the focus is on sharing their own skills with participants in an informal way to achieve these goals.

#### **Key Tasks & Responsibilities – (Further details provided for individual services)**

1. Build positive relationships with the adults who attend the class and the service.
2. To agree with the programme coordinator a workshop/class plan in advance
3. To source materials to undertake the courses, these will be funded by the service
4. To ensure the room and space are prepared and ready for the participants in advance of the class starting
5. To lead the class/workshop with the support at all times of the programme coordinator.
6. To review the class with the programme coordinator implementing changes where necessary
7. To follow the policies and procedures of SVP and the service at all times

#### **Key Skills, Experience & Qualities – (Further details provided for individual services)**

1. Expertise and specific skill in an area of relevance to the service
2. An ability to instil fun and energy when teaching/sharing your skill with a group of people
3. Ability to relate well to people and enjoy dealing with them
4. Ability to work independently and as part of a team
5. Excellent communication, interpersonal and organisational skills
6. Patience, resilience, tolerance and flexibility
7. An empathy towards the personal, social and/or educational development of the individual

#### **Time Commitment**

The exact times and dates will be agreed between the volunteer and the programme co-ordinator. The volunteer should consider committing to the time of the classes/workshops plus extra time for the planning and preparation of the classes/workshops. Most tutors work 2-3 hours per week

#### **Induction & Training & Support**

Volunteers will complete a comprehensive induction with a designated member of the Conference/service that will include reviewing the role description, volunteer agreement, the Code of



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Conduct, general operations of the service, health and safety information, and safeguarding procedures.

Volunteers will also receive a Volunteer Handbook detailing the policies and procedures of their Service that they should familiarise themselves with.

Volunteers will also complete any relevant additional safeguarding vulnerable adult training.

Your Service Coordinator will provide direct support to you in your new role. There will be opportunities to debrief where you can discuss any issues that arose during classes. Other members of the Conference/service/team will also provide support on an ongoing basis.

### **Key Requirements**

1. Complete the SVP recruitment process which includes the application form, informal interview, reference checks and Garda Vetting.
2. Complete the full mandatory induction training and undertake ongoing member development training and refresher training provided by the Society.
3. Complete Safeguarding Training as requested.
4. Adhere to the Society's ethos, mission statement, and policies and procedures.
5. Commitment to the personal, social and/or educational development of the individual
6. Belief that the best interests of adults availing of SVP services are paramount.

### **Benefits**

1. The opportunity to contribute positively towards the development of the individual, enhancing their sense of self-worth, confidence, and self-belief.
2. Personal and professional development in terms of confidence, patience, adaptability, leadership, communication, decision-making etc.
3. General happiness and satisfaction.
4. To make a difference in the lives of others
5. An opportunity to use and develop your own skills, passion and talents.
6. An opportunity to develop friendships and meaningful relationships with like-minded peers

**SVP's National Children & Family Services Manager can be contacted for any further information or support on 085-8766875.**