

VOLUNTEER ROLE DESCRIPTION

Driving theory facilitator – Dari and/or Pashto

- Location:** Remote on Microsoft Teams
- Time commitment:** 1 hour per week Monday – Friday (time and days to be discussed)
- Responsible to:** Volunteer Coordinator / Employment Advisor
- Main role:** With support from the Refugee Council's team, you will support refugees who are in the process of becoming full UK driving license holders.

The Refugee Council works in the UK with refugees and people seeking asylum. Our operational teams based in various locations in England provide advice and assistance across a wide range of issues, including helping people through the complexities of the asylum system, addressing issues of destitution and assisting refugees and people seeking asylum to access key services including housing, welfare benefits, health, education and employment.

Our operational teams are based across England providing advice and specialist support to people on issues that impact their refugee protection journey: navigating the complex asylum system; addressing homelessness and poverty; accessing health care, education, and employment. We operate four main service departments, Resettlement, Integration and Employment, Asylum and Children's.

About STEP

The Specialised Training and Employment Programme (STEP) is an employment and training programme delivered by Refugee Council in South Yorkshire, Leeds and York, and supports refugees as they progress towards employment.

The volunteer role

This role will enable refugees who are in the process of becoming full UK driving license holders both for personal and or/ professional purposes. The post holder will have a good command of both English and Dari and/or Pashto, and experience facilitating group sessions confidently.

Specifically, the volunteer role includes:

- Support the process of people who want to have their driving license in the UK.
- Adapt the sessions based on the learners' skills and knowledge.
- Adhere to Refugee Council's policies and procedures at all times.
- A commitment to Equity, Diversity and Inclusion principles.

Useful skills, experience and knowledge

- Good command of English and Dari and/or Pashto.
- Excellent communication and interpersonal skills.
- Experience delivering training and using different learning methods to encourage groups to be actively involved in the learning process is desirable.
- Knowledge about the Highway Code is desirable.

This role is subject to a satisfactory basic level Disclosure and Barring Service check. Repeat checks are initiated every two years.

Skills and experience to be gained from the role

- Experience delivering training sessions.
- Strengthening Dari and/or Pashto language skills and learning new vocabulary.
- Ability to communicate clear and effectively with people whom English is not their first language.

How we support our volunteers

Volunteers are valued members of our teams and we provide them with support and development opportunities. Volunteers will receive regular planned support sessions with their supervisors.

Refugee Council allows volunteers to attend our professional training courses when possible, free of charge. Training will be discussed with you during support sessions with your supervisor.

Volunteers are given IT access and a Refugee Council email address if relevant.

Volunteer roles are unpaid, but we can reimburse volunteers for lunch and travel costs. (Unfortunately, our limited budget only allows for local travelling costs.)

Unanswered questions?

For more information contact Shana de Silva on 07392 866351

Email: Shana.desilva@refugeecouncil.org.uk

ADDITIONAL INFORMATION

Health & Safety

The volunteer is responsible for:

Cooperating with the Refugee Council in delivering all legal responsibilities in respect of your own and your colleagues, volunteers, clients and others health and safety whilst at work.

Becoming familiar with the Refugee Council's Health & Safety Policy and procedures including evacuation procedures at your workplace.

Carrying out risk assessments of your own work and especially of your own workstation to ensure that you do not expose yourself or others to unnecessary risk.

Equal Opportunities Statement

As part of its recruitment policy, the Refugee Council intends to ensure that no prospective or actual employee or volunteer is discriminated against on the basis of sex, race, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.