

# Volunteer Role Profile



<b>Role title</b>	<b>Academy Assistant</b>
<b>Purpose of the role</b>	To assist the NOAH Academy providing Job Club services and classroom support. Helping to facilitate larger groups or those with additional needs.
<b>What you will be doing</b>	<p><u>Job Club</u> (Luton)</p> <ul style="list-style-type: none"> <li>• Providing basic IT support for clients i.e. helping to log onto laptop</li> <li>• Improving client confidence using online job search tools</li> <li>• Helping clients research and apply for roles</li> </ul> <p><u>Classroom</u> (Luton/Central Beds/Bedford)</p> <ul style="list-style-type: none"> <li>• Assisting the tutor with activities</li> <li>• Providing small group support as part of a lesson</li> <li>• Supporting the tutor in recording learner progress</li> </ul>
<b>Skills, experience and qualities needed</b>	You will have great communication skills, a good standard of written English, and have a polite and friendly manner. You will be patient and understanding, and have a willingness to learn new things. You will need to have an understanding of NOAH Enterprise's mission and values. For the Job Club role, you will need intermediate IT skills in order to be able to assist clients.
<b>When and here</b>	Job Club and classes are held at Community House in Luton town centre. Classes are also held in High Town, and other various locations across Bedfordshire. Volunteers are flexible and do not have a minimum commitment, actual dates and times will be agreed in advance. Available hours will generally be between 9.00 am to 1.00 pm, Monday to Friday.
<b>Support offered</b>	<ul style="list-style-type: none"> <li>• You will be assigned a named staff member as a direct contact for any questions or queries you may have</li> <li>• Additional relevant training will be offered, such as Safeguarding and systems training</li> <li>• All travel and incidental expenses will be covered (as agreed in advance)</li> </ul>
<b>What you could get out of it</b>	<ul style="list-style-type: none"> <li>• Experience of working with a charity</li> <li>• Meeting new people in a diverse range of activities</li> <li>• Additional skills experience</li> <li>• The satisfaction of knowing you have helped support someone</li> </ul>
<b>Other relevant information</b>	This role will be subject to an enhanced DBS check.
<b>What to do if you're interested</b>	Fill out a volunteer application form on our website or email <a href="mailto:volunteers@noahenterprise.org">volunteers@noahenterprise.org</a> and we will send you a form

**Roles may be flexible – please contact us if you have any questions**