

Student Support Volunteer Role Description

This role description is designed to give you an idea of what volunteering as a Student Support Volunteer at the Helena Kennedy Foundation (HKF) will involve. It briefly highlights the commitments, skills, and benefits you can expect from taking up the role.

Role: Student Support Volunteer	Time Commitment: <ul style="list-style-type: none"> Initial contact with students Dealing with issues as they arise Recording contact Commitment is variable depending on each individual student
Who can be involved? <ul style="list-style-type: none"> HKF staff Trustees Ex-peer mentors 	Your interests: <ul style="list-style-type: none"> Wanting to help provide support to HKF students who have faced challenging situations Being a friendly ear for students
Your main contact will be: Student Support Manager	

What you will be doing: <ul style="list-style-type: none"> Being a supportive and caring first point of contact for HKF students Dealing with queries, problems and requests for information as they arise Informing HKF staff if important issues arise Giving feedback to HKF staff 	What skills you will need: <ul style="list-style-type: none"> Good listener Enthusiastic and positive approach Open-minded and non-judgemental Problem solving skills Ability to keep confidentiality Compassionate and understanding
How you will do it: <ul style="list-style-type: none"> With guidance from HKF staff Contact will mainly be via e-mail and phone You are NOT expected to be a councillor, which removes pressure to deliver such advice 	How much it will cost you: <ul style="list-style-type: none"> Absolutely nothing but a bit of your time Any travel expenses will be covered (on production of receipts)

Benefits: <ul style="list-style-type: none"> Helps to support HKF and what it stands for Allows you to use your valuable communication skills to help others Keeps you in touch with the progress of HKF and their students Further enhances your interpersonal skills 	Training and support: <ul style="list-style-type: none"> Initial training on procedures Support from HKF staff/colleagues Database of support organisations to signpost students to Opportunities to give feedback on experiences of your experience as a volunteer for HKF
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How to apply: Contact the Student Support Manager at HKF	
Student Support Manger: Beth Robinson 01908 363452 beth@hkf.org.uk	Websites: www.hkf.org.uk Address: Helena Kennedy Foundation The Mansion Bletchley Park Bletchley Milton Keynes MK3 6EB

