

**Volunteer Role Description  
Salaam Weekend Club**

**Title of Volunteer Post:**

Salaam Weekend Club Core Team Member

**Organisation:**

Edinburgh City Mission

**Date:** April 2021

**Main Purpose:** To contribute to the Salaam Weekend Club initiative through the planning and delivery of the project and its objectives.

We are looking for enthusiastic and dedicated individuals who would like to contribute to our Salaam Ministry, and to the integration project for refugees, asylum seekers and new migrants in Edinburgh.

**At The Salaam Weekend Club we are inspired by the biblical message of Jesus and have a clear desire to demonstrate God's love, in both actions and words, to those most in need in our City. We welcome applications from people from different faith backgrounds or no faith. Our volunteers must either share or be sympathetic to (not opposed to) this faith statement.**

**Volunteer Tasks and Responsibilities**

- Attending essential trainings
- Contribute to the planning of Salaam Weekend Club events through regular meetings and email and telephone communication.
- Take part in and help facilitate Salaam Weekend Club events one Saturday or Sunday a month.
- Supervise ad hoc volunteers who attend the event.
- Supervise children's activities and/or the crèche when offered at a particular event.
- Support and get to know fellow volunteers as well as participants in a friendly, respectful and open manner.
- Offer the input of particular skills, knowledge of experience.
- Keeping the Salaam Weekend Club coordinator informed of any arising issues. Contacting your Church support and/or the Council's Refugee and Asylum Team, when appropriate.
- Observing Edinburgh City Mission's procedures and policies.
- Maintaining boundaries.

**Commitment**

Time commitments are open to change based on take up from users and the capacity of volunteers. However, in general we are asking all interested volunteers to commit to attending:

- An initial volunteer welcome session (logistics to be confirmed as per current restrictions).
- A half-day training and briefing session (logistics to be confirmed as per current restrictions).
- 1-2 planning and debriefing sessions per month (times to be confirmed, but might be in the evenings to suit volunteers' responsibilities).
- 1 Weekend Club event per month (approx. 5 hours each)

**Volunteer personal qualities**

**Essential**

- Caring nature

**Edinburgh City Mission**  
**Volunteer Application Form – Salaam Weekend Club**



- Non-judgmental
- Respectful
- Good listening and communication skills
- Reliable (keeps their promises)
- Must be able to maintain confidentiality
- Commitment and enthusiasm for creating a safe and fun environment for individuals to relax and thrive in
- Very good team worker as well as keen to work under own initiative

**Desired**

- Knowledge of issues affecting refugees and asylum seekers
- Experience working with people whose English is not a first language
- Ability to relate to people from a wide range of backgrounds, nationalities and cultures
- Experience in organising and facilitating events/sessions/trips

**Application process**

- Application form.
- Membership of the PVG Scheme, cleared to work with children and vulnerable adults.
- Interview with Programme Coordinator.
- Attending essential training and induction.

**Selection process**

Edinburgh City Mission will make a decision based on the suitability of the volunteer candidate. To make this decision, we will consider the person's application, the interview with the Programme Coordinator. The candidate will be notified by Programme Coordinator if they were successful or if another role might be more suitable.

If you have any questions, please contact [maria@edinburghcitymission.org.uk](mailto:maria@edinburghcitymission.org.uk)