



<b>Vacancy</b>	<b>Lead and Be Led - Project Volunteer</b>
<b>Location</b>	Culture House, London
<b>Responsible to</b>	Project and Development Manager
<b>Time commitment</b>	Flexible Working Hours
<b>Salary</b>	£10 per hour – up to 7 hours a week
<b>Who are we?</b>	The Anti-Tribalism Movement is a non-profit organisation committed to tackling tribalism and promoting fairer and more equitable societies. With over 14 years' experience of providing advocacy, support, and specialist services to tackle inequalities and promote fairer societies.
<b>Lead and Be Led Project Summary</b>	

The Anti-Tribalism Movement is a non-profit organisation committed to tackling tribal discrimination and promoting fairer and more equitable societies. We work towards this mission through Three thematic priorities: fostering tolerance, producing leaders, and undertaking community research to influence institutional policies and practice.

The Anti-Tribalism Movement's Flagship Leadership Programme 'Lead and be Led' develops the leadership skills of 30 young people aged 16-24 across London to build their core skills and support them in the process of becoming community advocates. We provide training workshops to build young people's skills, create social action projects, and engage with community leaders to further their leadership abilities. Lead and Be Led has developed over 200 young leaders in the past 7 years, and we are looking for volunteers to support the project's success.

This is the chance to develop new and existing skills and gain experience volunteering in a charity. Also the opportunity to meet new people and the satisfaction of knowing you are making a vital difference to the work of the Anti-Tribalism Movement.

## Role Description

The Lead and Be Led Project Volunteer will be assisting the Anti-Tribalism Movement to provide effective and efficient administrative support across different functions of the programme, enabling us to deliver quality work to more service users. The successful candidate will be passionate about community empowerment and connecting with young people. They will also have some experience of youth programmes, may it be personal or professional.

## Keys Tasks and Responsibilities

- Work with the ATM to raise awareness of issues impacting young people across London, and increase workshop sign-up traffic.
- Support the Project Manager to provide effective and efficient administrative support across different functions of the project.
- Liaise with the Project Manager to deliver workshop sessions and support the young people in social action activities.
- Contribute to workshop facilitation, social media plans, case work and event organisation.
- Contribute to a spreadsheet that will connect young people with employment and skills development opportunities across London which will be uploaded on ATM social media channels.
- Provide expert recommendations for project improvements and increase engagement opportunities.
- Be a point of contact for incoming enquiries through telephone and general emails.
- Ensure client enquiries are handled in a professional and timely manner.
- Work in close collaboration with the ATM team to continually improve young people's experiences
- Maintain confidentiality and privacy in matters relating to the team, procedures, financial details and security.
- Become familiar with and then always following the ATM Safety Policy at all times

- Become familiar with and follow the Anti-Tribalism Movement Data Protection Policy when handling data
- To act always in the best interest of the Culture House
- Any other duties as reasonably required.

### As an organisation ATM will:

- Give you the opportunity to develop new and existing skills and gain experience volunteering in a charity
- Provide a full induction and training for volunteer role to introduce you to how the organisation works and your role in it
- Refund reasonable travel and lunch expenses (Please note receipts must be provided)
- Provide a named person who will meet with you regularly to support you in your role and provide informal feedback. You will also be participating in regular group supervision sessions
- Explain the standards we expect; to encourage and support you to achieve and maintain them
- Be flexible in relation to your volunteering hours, recognising your need for holiday time and other commitment
- Honour the time commitment, you have agreed to give us and not to expect more from you unless offered and agreed
- Provide a reference
- Provide adequate training and ensure you know what to do to stay safe, in accordance with our Health and Safety policy
- Try to fairly resolve any issues or difficulties you may have whilst volunteering before they become problems. In the events of unresolved problems, to offer an opportunity to discuss the issue in accordance with the problem-solving policy
- Following up on any feedback or questions you may have regarding your involvement as a volunteer.

### Personal Specification

#### ***Essential***

- Excellent telephone manner and people skills
- Fully computer literate and comfortable with the main Microsoft Office tools, databases and emails
- Outgoing, friendly and proactive character

- Be comfortable volunteering within a group or by yourself
- Good communication skills
- Being able to use your own initiative but be able to ask for help
- Passion for community and culture
- Experience of working with diverse audiences (by age, background, profession etc)
- The ability to work flexibly with a busy and dynamic organisation.
- At ease working independently or as part of a team to share the workload

### ***Desirable***

- Experience of working on community projects.
- Good knowledge of issues concerning young people from minoritised communities.
- Knowledge or experience of working in London.
- Experience of working in a young people's setting.
- DBS certificate.

The Anti-Tribalism Movement is an equal opportunity employer with a strong commitment to diversity and inclusion. We prohibit discrimination based on race, colour, religion, sex, age, national origin, sexual orientation, gender identity, disability, or any other legally protected characteristics.

**TO APPLY:** Please email cover letter setting out why you are the right person for this role and CV to [info@theatm.org](mailto:info@theatm.org) by **21st February 2025**.