



## **GARAS – Hotel Advice Volunteer (Hotel, Mondays)**

**Role Title:** Hotel Advice Lead Volunteer

**Location:** Hotel in Gloucester

**Day/Hours:** 1 weekday morning 10:00am – 12:00 Tuesdays currently

**Reports to:** Ellen (Volunteer co-ordinator)

### **Purpose of Role:**

To act as the Lead Teacher Volunteer for GARAS education sessions at the hotel, providing a friendly, supportive and organised presence within the class. The role supports asylum seekers and refugees to access learning opportunities in a safe, inclusive and welcoming environment. The Lead Teacher Volunteer will also support and coordinate other teaching volunteers to ensure sessions run smoothly and effectively.

### **Main Responsibilities**

- Welcome asylum seekers attending GARAS education sessions in a kind and respectful manner.
- Act as the Lead Teacher for the sessions, providing guidance, structure, and support to other volunteer teachers.
- Assist clients to express their learning needs and support their engagement in education activities.
- Support communication between learners and GARAS staff where needed.
- Help and support other teachers and volunteers, offering guidance, encouragement, and practical assistance.
- Help create and share teaching ideas, resources, and classroom support materials for the team.
- Create monthly teaching rotas and ensure all classes are appropriately staffed and covered.
- Monitor class attendance and report attendance figures and key issues to the Volunteer Co-ordinator.
- Ensure all classes are filled appropriately and highlight any gaps or concerns in staffing or attendance.
- Help learners access basic learning materials, forms, or online resources when appropriate.
- Maintain confidentiality and respect for all clients at all times.

- Work as part of the wider GARAS team to maintain a calm, safe, and inclusive learning environment.
- Keep simple records of attendance and any key issues raised, as directed by GARAS.
- Immediately alert GARAS staff to any safeguarding or urgent welfare concerns.

## **Skills and Qualities Needed**

- Friendly, patient, and approachable manner.
- Confidence in a class or group learning environment.
- Strong organisational and coordination skills.
- Good listening and communication skills.
- Ability to support and guide other volunteers positively.
- Sensitivity to different cultures, languages, and experiences.
- Ability to maintain confidentiality and professional boundaries.
- Reliable, punctual, and responsible.
- Willingness to learn about asylum processes and GARAS services.

## **Support and Training**

- Induction and safeguarding training provided by GARAS.
- Ongoing supervision and support from the Volunteer Co-ordinator (Ellen).
- Regular volunteer meetings and updates.
- Opportunities to develop leadership and teaching skills.

## **Benefits**

- Opportunity to make a meaningful difference to people seeking safety.
- Develop leadership, coordination, and teaching skills.
- Gain experience in volunteer management and education delivery.
- Become part of a supportive and dedicated volunteer community.