



## VOLUNTEER ROLE DESCRIPTION

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<b>Volunteer Role:</b>	<b>Film Workshop Assistant Volunteer - SMILE Project</b>
<b>Section:</b>	Children's Section
<b>Reports to:</b>	Volunteer Co-ordinator & Film Project Coordinator
<b>Time Commitment:</b>	A day per week for 6 weeks and a minimum of 5 days for planning, related meetings and young people's outings.
<b>Location:</b>	London, Leeds or Birmingham

### Context

#### SMILE Project

The Supporting and Mentoring in Learning and Education (SMILE) Project is a project funded by the Department for Children, Schools and Families (DCSF) and is part of the Children's Section of the Refugee Council. It is based in Yorkshire & Humberside, the West Midlands and London.

The project consists of three volunteer co-ordinators, a project manager and a research and web officers.

The project recruits volunteers to support refugee and asylum seeking children, both separated and in families, to support them in their school or college placement, and to enable them to enjoy activities promoting learning, creativity and recreation.

#### The SMILE Film Project

SMILE has commissioned a film project aimed at raising awareness of the needs of refugee children and promoting our work and the project. A film project coordinator will facilitate a series of workshops across the 3 regions. During those workshops (6 per region) an average of 12 young people will be taught how to devise, plan, create, edit and produce short films on selected subjects related to the project's work. The end product will be series of short films collated onto a DVD. We envisage organising screenings of the DVD in selected cinemas and producing a large amount of copies which will be used to promote the work of the project and the issues we are addressing.

## **Film Workshop Assistant Role and Commitments:**

You will be expected to work alongside –and under the supervision of- the film project coordinator and facilitate the workshops with her. You will meet the film project coordinator and the SMILE volunteer coordinator to plan and be briefed about the contents and processes involved in running the workshops beforehand. You will then be expected to attend every workshop (6 in your selected region) during which you will coordinate the activity of sub groups within the workshop under the supervision of the coordinator. In the process you will learn the different stages in the making of a short film and skills related to running workshops involving young people. Ideally you will be able, at the end of the project, to use those skills again in the running of subsequent projects run by the SMILE Project.

## **Candidate Profile**

We are looking for dynamic and enthusiastic individuals interested in film making and the planning and production of short films. We are also looking at individuals committed to the Refugee Council's values and who are committed to seeing young people enjoy and achieve.

Previous experience of camera operating and editing on basic software such as IMovie and /or the administrative and organisational process of educational workshop facilitation is highly desirable but not essential.

**We are particularly interested in recruiting individuals from refugee communities.**

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## **Tasks Description**

To plan film workshops with the film project coordinator, the volunteer co-ordinator, the SMILE team and other project volunteers in the Birmingham, Leeds or London office

To facilitate young people's workshops for the duration of the regional project, under the supervision of the film project coordinator

To support and encourage young people in the process of planning and making their short films

To participate in the planning, filming, editing and production of the short films, under the supervision of the film project coordinator

To accompany young people to relevant facilities (e.g. galleries, cinema, media centre) as part of the learning process and workshops' activities with other project volunteers

To undertake relevant research (e.g. outsourcing of technical facilities and of cinemas willing to screen films at the end of the project)

To accompany young people to the screening of their films.

To undertake office based duties related to school talks, if and when necessary

To participate in meetings related to the project's activities, aims and objectives

To have regular contact with the volunteer co-ordinator and feed back on the activities undertaken

To submit the volunteer activity record form to the volunteer co-ordinator on a regular basis

To feed back experience of the film project assistant role to the SMILE project

To communicate as a matter of urgency any child protection and health & safety concerns to the volunteer co-ordinator

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## Person Specification

- Some experience of working with or supporting young people
- Experience of camera operating **(desirable)**
- Experience of editing on basic software (e.g. iMovie) **(desirable)**
- Experience of facilitating educational workshops for young people **(desirable)**
- Awareness of the needs of young people, especially separated children, and willingness to enhance it through training
- Self-confidence and the ability to approach and talk to young people
- A commitment to the work and values of the Refugee Council
- An understanding and commitment to equal opportunities in practice
- Awareness of child protection
- Effective communication skills and a good level of spoken English
- Ability to work as part of a team, as well as on their own with clients outside the office
- Basic IT skills – use of the internet and email.
- An understanding of confidentiality, impartiality and non-directive approach when working with clients.
- Must be able to use private or public transport in and around the project's area
- Must consent to and provide all relevant documentation for an enhanced disclosure by the CRB (Criminal Records Bureau)

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## Skills and experience likely to be gained from the role

- Knowledge and skills related to the planning, filming, editing and production of short films
- Knowledge and skills related to the facilitation of educational workshops for young people
- An understanding of the specific needs of asylum seeking and refugee children in the UK around educational attainment.
- Knowledge of the work of the Refugee Council Children's Section
- Comprehensive Refugee Council training
- Access to job opportunities within the Refugee Council

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## Volunteers are reminded to:

1. Adhere to the principles of confidentiality, for example do not discuss your client's details out in the public domain including your own home environment.
2. Adhere to the principles of equal opportunities, for example by providing appropriate, sensitive and impartial services and being accessible to all asylum seekers and refugees, regardless of their personal circumstances
3. Adhere to clear boundaries, for example do not give out your telephone number; do not give any gifts however small or second hand they may be; and never lend, give or accept any money

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