

Adult Literacy and Numeracy Volunteer Tutor Role Descriptor

Volunteer Role Purpose

Alongside Adult Literacy and Numeracy (ALN) Project staff, to support women to develop their literacy and numeracy skills, in a group and/or in one to one sessions.

Main duties and responsibilities

- To build a supportive relationship with women.
- To identify with women their preferred learning styles and tailor learning opportunities accordingly.
- To plan and deliver learning opportunities in consultation with women and / or ALN Project staff
- To support women to develop and maintain their Individual Learning Plan or Group Learning Plan.
- To complete monitoring and evaluation paperwork.
- To attend relevant training, where appropriate.
- To commit to supporting women for at least 6 months (we understand that our volunteers' circumstances can change, but are looking for volunteers who are looking for a medium to long term volunteering role)
- To highlight any relevant learning opportunities to women.
- To meet with ALN staff to discuss any training / support needs and to feedback relevant information.

Skills and Qualities

- Good communication skills.
- Dependable and good time keeper.
- Understanding of respect for confidentiality.
- Friendly and interested in meeting new people.
- Understands the importance of literacy and numeracy skills for women's equality.
- Patient and understanding of complexities of women's lives.
- Good basic literacy and numeracy skills and a desire to learn.
- Some experience of delivering learning opportunities, or a willingness to develop these skills.

Training and support:

- A training session will be delivered on Tuesday 26th October, 10am to 12pm, on Zoom. You will then be allocated a member of the ALN team to shadow for several weeks until you feel confident tutoring one to one.
- You will receive ongoing support from a member of the ALN team, as well as support from the Volunteer Co-ordinator.
- We refund our volunteers' travel expenses, up to £5 per day.

