

Integrating Sutton Volunteer Buddy Role Description

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| Role title: Integrating Sutton Volunteer Buddy | Responsible to: Integrating Sutton Team |
| Organisation | Integrating Sutton, a project from Volunteer Centre Sutton |
| Role: | As a Volunteer Buddy, you'll work one-to-one with an individual who has recently migrated to Sutton, helping them to settle into a new community, country and culture through showing them around the local area, offering advice, giving recommendations and being a friendly, familiar and approachable face in Sutton. The aim is to help them identify the biggest challenges to settling in Sutton and set goals to work towards improving your Buddy's familiarity and understanding of Sutton as well as their confidence in interacting with and navigating the local community. It's an opportunity for our new Residents to talk about issues that may be affecting them, receive support and guidance, learn new skills, try new activities and have some fun! |
| Location: | Within the London Borough of Sutton. This can also be done over the phone if the pair agree but in person is preferable. |
| Time Commitment: | 1-2 hours per session, once a week, for a minimum of 10-12 sessions. The hope is that you will then continue to befriend your Buddy after this on a more informal, friendship basis without our support. There is flexibility for when these sessions occur, to best suit you and your Buddy. |





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| <p>Responsibilities</p> | <ul style="list-style-type: none"> • To complete the Buddying registration process, interview, training & induction. • To meet with an individual who has recently migrated to Sutton and support and encourage their integration into Sutton’s local community. • To help break down any cultural obstacles by providing information and advice on British services, procedures, traditions, customs and social norms. • To share local recommendations and knowledge about Sutton with your Buddy and assist them in finding services, amenities and activities that suit their needs and interests. • To build your Buddy’s confidence in navigating the local area and communicating with other Sutton residents. • To be a friend within Sutton they can approach if they have any questions, need assistance, or want somebody to talk to. • To encourage and motivate your Buddy to get involved and participate in the local community. • To complete a buddiesing record sheet after each visit and keep in contact with your Coordinator • To inform an Integrating Sutton Coordinator of any concerns/issues • To uphold Volunteer Centre Sutton’s core principles, vision, culture and values and abide by |
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| | the policies and procedures as per our volunteer handbook |
| Qualities and Skills required: | <ul style="list-style-type: none"> • To be over 18 years old • Have a strong knowledge and experience of Sutton and the local area • Have an interest in the local community • Have a passion for getting to know and helping other people • To have a positive, non-judgemental attitude towards people with different cultural backgrounds • Ability to work with people on a one-to-one basis • Enthusiastic, reliable and encouraging • Patient and a warm and friendly attitude • Strong communication and interpersonal skills • Ability to keep sensitive personal information confidential • Committed to equal opportunities • To be able to complete meeting record sheets and complete expenses paperwork |
| Buddies will not be expected to: | <ul style="list-style-type: none"> • Pay towards activities |
| What you will gain from the role: | <ul style="list-style-type: none"> • Relevant training and support from your Integrating Sutton Coordinator • Reimbursement of agreed out of pocket expenses |



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| | <ul style="list-style-type: none"> • The opportunity to participate in local area activities with your Buddy and any group activities Integrating Sutton host • The opportunity to learn new skills and about a different country and culture • The opportunity to make a difference to the lives of newly settled Residents in Sutton |
| Driving license requirements | A driving licence is beneficial although not essential |
| Any other requirements: | Due to the nature of the buddying relationship, you will need to provide two character references and a proof of ID and address. Further details will be discussed after application. |

