



Volunteer Centre Sutton
 Market House, 216-220 High Street
 Sutton
 Surrey SM1 1NU

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Volunteer role description

www.vcsutton.org.uk

Organisation	Volunteer Centre Sutton
Role Title	Sutton Young Commissioner
Location	The role will be based at Volunteer Centre Sutton Address: Market House, 216-220 High Street, Sutton SM1 1NU But some activities might take place out in the local community.
Time commitment	Young Commissioners meet once a fortnight, on Thursdays, at 4:00 pm - 5:00 pm.
Why you are needed	Young Commissioners have been the voice of young people in the London Borough of Sutton for over 5 years, helping to shape effective public services, policies, learning, and developing activities in priority areas concerning the community, including other young people. Your perspective is very important because decisions being made will impact you, your family and your friends. For us, when it comes to important decisions, age is no object – we would love to spread this idea!
What you will be doing	Working as part of a team, you will: <ul style="list-style-type: none"> - Help identify the priority areas of concern of young people in Sutton, through various activities, e.g.: 1:1 listenings, designing surveys, facilitating focus groups. - Support Sutton Council in commissioning activities, by assisting them to choose which public services are needed to help children and young people.



Volunteer Centre Sutton is the operational name of Sutton Borough Volunteer Bureau
 Company type: Charitable Incorporated Organisation | Company number: CEO19319 | Charity number: 1048978

	<ul style="list-style-type: none"> - Help Sutton Council to monitor services for children and young people. - Give feedback about public services or new projects. - Plan and organise campaigns and youth events.
Skills, experience and attributes required	<p>No experience required.</p> <p>We are looking for young people who have good communication skills (or want to improve it!), listening skills and are passionate about their local community.</p>
What is in it for you	<ul style="list-style-type: none"> - You will be working as part of a team of other young people - Unique opportunities to shape services to improve impact and the experience for other young people who engage with public services - To make positive changes within your community, helping to make a difference to other young people's lives - Taking action and organising activities important to young people can be very empowering - Engaging in volunteering opportunities not only improves health & well-being but also improves a positive sense of self - Engagement can be recorded on your CV's and university applications
DBS requirements	N/A
Driving license requirements	N/A
Volunteer expenses	<p>Volunteer Centre Sutton will reimburse reasonable out-of-pocket travel expenses of up to 45p per mile, per shift, or public transport trips from within Sutton.</p> <p>All expenses must be agreed and signed off by your Volunteer Coordinator and submitted on the expense claim form on a monthly basis, either by email or in person. We will only be able to reimburse you for the amount specified and payment will be made by bank transfer. You will need to provide valid receipts to your Volunteer Coordinator.</p>
Induction and training process	<p>Volunteer Centre Sutton is committed to offering you clear and structured guidance, that will ensure your time with us is fulfilling and that you feel supported and confident in your role.</p>

	<ul style="list-style-type: none">• Your induction and training will provide you with an opportunity to get to know the wider team and ensure you are familiar with the role.• You will receive introductory training on commissioning and community organising
Support available	A VCS volunteer coordinator facilitates Young Commissioners meetings and any activities they may be involved.
What to do if you are interested	<p>If you are interested in applying for the role or would like further information, please click on the link saved here.</p> <p>For any queries or questions, please email hello@vcsutton.org.uk or call 020 8661 5900.</p>