

<b>Employer:</b>	Advising London (AL)
<b>Responsible to:</b>	Head of Prevention Services
<b>Employments Status:</b>	Volunteer
<b>Hours:</b>	Minimum 10hrs each week
<b>Availability:</b>	(Monday to Friday) flexible to your availability
<b>Duration:</b>	Minimum 3 - 6 months

### Role summary

This opportunity is for someone who will be working as part of our Financial Education Schools Programme. The programme aims to provide training, information, capacity building, and empowerment to young people. This will mainly be delivered through interactive lessons delivered in a classroom setting. The programme is focussed on working in Lambeth Secondary schools delivering financial education to students in academic years 9-11, including working in both mainstream schools and specialist provisions such as Autism Spectrum Disorder and other Special Educational Needs schools. Your role will be to support the trainer in organising, delivering, and evaluating financial capability classroom sessions to students covering subjects including Debt, Money Management, and Financial Skills.

### Responsibilities

- providing high quality support to the organisation
- promote the project within the community
- organising and promoting financial education sessions
- assist in preparation of training materials
- support classroom delivery of financial capability sessions at a range of secondary school locations in the community
- develop monitoring and evaluation procedures, assist in collecting and evaluating data

### Our requirements

- ability to use a variety of IT packages (Microsoft word, excel, power point and outlook).
- good communication skills including telephone skills
- good written skills, articulate with good spelling and grammar
- a willingness to assist with delivery of classroom financial education sessions with secondary school-age students
- willingness to assist with establishing partnerships
- able to engage well with people from a diverse range of cultures and background
- ability to travel
- ability to assist with setting up of training spaces and resources and to take part in interactive activities
- willing to work in an office environment at an Administrative capacity
- enthusiasm for, and a commitment to, working in a team
- experience of using initiative in the workplace, and willingness to be proactive
- you must not be a service user of Advising London within the last two years

### **What's in it for you**

Gain invaluable work experience of developing, delivering and evaluating training programmes. The satisfaction that you are helping to build financial capability within the community whilst gaining knowledge on Debt, Money Management, and Financial Skills. This opportunity will enhance your confidence and administrative skills. We can help you by giving you this opportunity to maximise your current skills. We will provide full training and support for the duties you will be responsible for.

### **Expenses**

The organisation's volunteers are able to claim reasonable **out of pocket expenses**, subject to the production of receipts as evidence of the expenditure. This is necessary to ensure that all individuals have access to voluntary opportunities.

### **Recruitment Process entails**

Interview, DBS check (at no cost to the volunteer), references, induction training and trial period.

### **How to start volunteering**

If you would like to become part of a growing team dedicated to combatting poverty and injustice please download the application form from <http://advising.london/volunteer>

If you require further information regarding the roles please contact us by emailing [volunteering@advising.london](mailto:volunteering@advising.london) or calling 020 3752 5520