



Burslem Jubilee Project Volunteer Role Specification

After dangerous journeys, fleeing from war or persecution asylum seekers and refugees are sent or come to Stoke on Trent with few resources and are strangers in a strange land. At the Burslem Jubilee Project we are a helping hand and friend to help them settle into their new come.

We support their mental and physical well-being by providing English language classes and other education so that they can become skilled in managing in a strange culture. We provide social and leisure activities to help their integration within and for the benefit of the wider community.

We have fantastic volunteers who support us in a wide variety of ways, some working with our clients directly, others not. But all are important to our mission. We are looking for people to help us to make immense changes for people.

Treasurer

This is a behind the scenes yet vital role as BJP cannot operate without funds to support the work that our volunteers do.

Role

- To act as a member of the trustees to support BJP's mission.
- To have watching brief over the finances of BJP.
- To provide financial information to the trustee board so that decisions can be made.

Skills / Experience / Aptitudes

- Sympathy with the aims and objectives of BJP.
- Ability to take on information and make objective decisions.
- Work within a team in a confident and creative way.
- Be good with numbers and knowledge of spreadsheets.

Notes

- Meetings are held at BJP's office (see below).
- Full training can be given.
- Expenses can be claimed.
- For more information or an informal chat contact Sheila Podmore on 07958 250281 or pody38@yahoo.com.
- A Disclosure & Barring Service check may be needed, dependent on the rôle.