



Volunteer Role Description

Title role: Befriender
Usual hours and time frame: Weekday, to suit volunteer, six months commitment minimum
Main purpose of the role: Provide emotional support to female prisoners who experience a high level of loneliness and isolation by visiting and /or writing on regular bases
Skills required: <ul style="list-style-type: none">• Good listening skills• Ability to empathise• Non-judgemental approach• Ability to handle emotional and awkward situations• Knowledge of another language would be desirable
Title role: Foreign National Meetings Assistant
Usual hours and time frame: Weekday, to suit volunteer, six months commitment minimum
Main purpose of the role: Assist during monthly Foreign National Meetings in the prisons by interpreting and translating
Skills required: <ul style="list-style-type: none">• Another language is essential: we need speakers of any other European language, Chinese, Vietnamese, French African speakers, Somali,• Non-judgemental approach• Some knowledge of the Criminal Justice System would be useful but is not essential
Title role: Foreign National Support Group meetings
Usual hours and time frame: Weekday, to suit volunteer, six months commitment minimum
Main purpose of the role: Assist in developing and running discussion and interest groups organised or facilitated by Hibiscus in the prisons
Skills required: <ul style="list-style-type: none">• Another language would be useful

<ul style="list-style-type: none"> • Good listening skills • Non-judgemental approach • Ability to carry conversations forward
Title role: Parents in Prison Project Assistant
Usual hours and time frame: Weekday, to suit volunteer, six months commitment minimum
Main purpose of the role: helping the women record tapes and make cards to keep in touch with their families and children
Skills required: <ul style="list-style-type: none"> • Ability to handle emotional and awkward situations • Good listening skills • Non-judgemental approach • Patience • Resourcefulness
Title role: Administrative/clerical Assistant
Usual hours and time frame: Weekday, to suit volunteer, six months commitment minimum
Main purpose of the role: Assist the Director, Office Manager and the Project Workers in the day- to-day running of the organisation
Skills required: <ul style="list-style-type: none"> • Pleasant telephone manners • Good organisational skills • Some knowledge of Micro Soft applications • Good record keeping
Title role: Fund Raising Assistant
Usual hours and time frame: Weekday, to suit volunteer, six months commitment minimum
Main purpose of the role: Research, support and contribute to fundraising activities
Skills required: <ul style="list-style-type: none"> • Good writing skills and creative ideas • Ability to present Hibiscus and its services to the public • Ability to use the internet as a research tool • Knowledge of Microsoft Word and Excel

Please note that these roles are not mutually exclusive and you can perform more than one task if you wish.

We provide training and support and out of pocket expenses.