



'Romani Protejati' – Romanian HIV Prevention & Support Programme

Volunteer Group Facilitator Role Description

The time required for this volunteering opportunity is:

Approximately 3-4 hours every 2 weeks over the duration of the project

Initial training commitment:

Initially 2 x 1 day training sessions within the first month including project background and overview, HIV prevention and support knowledge and group facilitation techniques.

Description of Role – The Romani Protejati volunteer group facilitator's principle duties are to contribute to developing an effective Romanian-focused HIV prevention and support course, and to run group sessions with other volunteers and the project lead. During this time, he will have to report back to the project lead for supervision and debriefing.

Romani Protejati volunteer group facilitators will undertake and/or assist in the following duties:

- Commit to a full 12 month programme, involving training and group sessions
- Attend planning and writing sessions with other volunteers, sessional workers and the group leader to develop an HIV prevention and support programme.
- Attend training sessions around HIV/sexual health knowledge and group facilitation.
- To actively participate in meetings with other volunteers, sessional workers and project lead.
- Negotiate with staff and volunteers to make appropriate referrals where necessary
- Participate in telephone debriefings and, when necessary, supervision with project lead.

- Work within METRO’s principles and frameworks.
- Adhere to and promote METRO’s Equal Opportunities policy
- Adhere and work to METRO’s agreed policies regarding confidentiality, operational policy, Information Governance etc.

The following skills, experience and/or qualifications required for this opportunity are (E)ssential or (D)esirable:

- Male (E)
- Identifies as Gay or Bisexual (E)
- Identifies as Romanian or a Native Romanian Speaker (E)
- Strong personal experience of Romanian Gay & Bisexual (men who have sex with men) men’s issues/lifestyles (E)
- Professional, non-judgemental approach to issues affecting men who have sex with men (E)
- Excellent listening skills (E)
- Excellent communication skills (E)
- Willingness to attend regular supervision (E)
- Willingness to attend all training as required (E)
- Reliable and punctual (E)
- Highly competent of fluent in Romanian (E)
- Good Sexual Health and HIV awareness (D)
- Experience of communicating with a diverse range of people (D)
- Experience working with volunteers (D)
- Experience running, or supporting the running of, groups (D)

The areas of interest and types of activity which best fit the voluntary opportunity on offer are:

X	Area Of Interest	X	Type of Activity
	Animals		Administration
	Art and Culture	X	Advice work
	Children		Architecture and building work
	Disability		Art
	Disaster relief		Befriending
	Domestic violence		Business and management
X	Drugs and addiction		Campaigning and lobbying
X	Education and literacy	X	Caring
	Elderly		Catering
	Employment	X	Community Work
	Environment		Computers and technology
	Families		Counselling
X	Gay, Lesbian, Bi and Trans-sexual		Driving
X	Health, hospitals and hospices		Entertainment
	Heritage		Finance work
	Homeless and housing		Fundraising

	Human and Civil rights		Hostel work
	International aid	X	Languages
	Legal Aid and Justice		Legal work
X	Mental Health		Marketing PR and Media
	Mentoring		Music
	Millennium Volunteers		Practical work & DIY
	Museums		Retail & Charity shops
	Music	X	Teaching and training
	Politics		Board of Trustees/ Management Committee
	Prisoners and ex-offenders		Under 16 volunteering
X	Race and Ethnicity and Refugees		
X	Religion		
	Sport and outdoor activities		
	Women's Groups		
	Youth		

The volunteer recruitment and selection procedures used are:

Application form	X	Police checks/DBS Disclosure	X
Induction	X	References	X
Formal interview	X	Trial period	X

Age/gender restrictions	Volunteers must be gay or bisexual men and should be over 18.
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The following conditions apply to this volunteering opportunity:

Details of out of pocket expenses provided for this volunteering opportunity	<i>Travel expenses paid for all volunteers. Meal expenses for sessions 4 hours plus. Receipts must be provided.</i>
Details of induction, supervision and support offered to volunteers	<i>Sexual health/HIV knowledge and group facilitation training, are provided Volunteers must attend regular supervision as agreed.</i>
Details of what insurance is provided for volunteers both on and off the premises	<i>Volunteers are covered under our "Employers Liability Insurance" whilst representing The Metro Centre Ltd on or off the premises.</i>
Details about any training offered to volunteers, both informal and/or any accredited training	<i>As above</i>

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Volunteers with Additional Support Needs

METRO is committed to equality of opportunity and diversity to those in the community with Additional Support Needs such as learning difficulties, mental health issues, physical disabilities and long term illnesses.

METRO understands that involving volunteers with Additional Support Needs is dependent on the level of support required and the organisation's ability to meet these needs.

Signed:	Date:
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