



Volunteer Role Description

Role	Conversation Café Volunteer
Purpose	To offer participants an opportunity to meet with local people and build friendships with other participants in a relaxed informal environment.
Specific Tasks	<ul style="list-style-type: none"> • Help with set up/clear up of the Conversation Café space • Meet and greet participants as they arrive • Initiate conversation with participants, offering support with English language where required • Support participants to engage in session activities by offering gentle guidance • Assist the Friendship Group Facilitator with activities as required, including locking up the office after the session
Skills and Qualities	At least intermediate level English is required. Interest in supporting others, good listening and interpersonal skills, patience, reliability and flexibility, respect for other cultures, social and cultural interests that you can share with others, interest in developing your skills and reflecting on experiences.
Support and Training	<ul style="list-style-type: none"> • Volunteer Induction Training • Introduction to the Conversation Cafe by the Friendship Group Facilitator • The Welcoming's Friendship Group Facilitator can be contacted to discuss any group support needs or queries. • Volunteer review meeting
Expectations	<ul style="list-style-type: none"> • Report any issues in a timely and appropriate manner to the Friendship Group Facilitator. • Respond in a timely manner to communication with the Friendship Group Facilitator. e.g. over WhatsApp, video calls or similar. • Willingness to work with facilitator and other volunteers to offer feedback and bring ideas for the group.
Commitment	<ul style="list-style-type: none"> • Conversation Café runs at our office every Friday 3 – 5pm, volunteers are asked to join from 2.45 - 5.15pm. • Session commitment is therefore 2.5 hours. • We ask for a regular commitment (at least twice a month) to the weekly 2-hour Conversation Cafe over a minimum four-month period.

Location	The Welcoming, 20/1 Westfield Avenue, Edinburgh, EH11 2TT
Disclosure / PVG check	PVG not required.
Supervisor & contact details	Gosia Kowalewska, Friendship Group Facilitator gosia@thewelcoming.org
Role Description Updated	November 2022