



Literacy & Creative Writing Volunteer

Purpose of the Role:

To support the delivery of engaging literacy and creative writing sessions as part of the Baytree Centre's GEMS programme for girls aged 5–18. By creating a safe, inspiring, and encouraging environment, you will help participants develop their reading, writing, and storytelling skills, as well as build confidence in self-expression. Working alongside staff, you will assist with facilitating activities that nurture creativity, imagination, and a love of language.

Main Responsibilities:

- Support the delivery of age-appropriate reading and writing activities that promote learning, creativity, and personal development.
- Foster a supportive and respectful atmosphere where girls feel confident expressing themselves, sharing their work, and exploring ideas.
- Assist with administrative tasks such as attendance tracking and organising resources to ensure smooth running of sessions.
- Adhere to Baytree Centre policies and safeguarding procedures.

Skills and Qualities Required:

- Empathy and patience to work effectively with girls of varying ages, backgrounds, and abilities.
- Strong communication skills to engage positively with participants, other volunteers, and staff.
- Creativity and enthusiasm for developing and delivering engaging literacy and writing activities.
- Reliability and commitment to attend scheduled sessions consistently.
- Ability to work collaboratively as part of a team.

Commitment:

- One hour session per week for at least two terms.
- Exact timings will follow the GEMS programme timetable. Sessions usually take place Monday to Thursday between 4:00 pm and 6:00 pm.

Benefits:

- Gain experience supporting literacy and creative writing-focused youth activities.
- Develop skills in youth engagement, literacy facilitation, and creative arts education.
- Contribute to the confidence, self-expression, and personal growth of participants.
- Be part of a supportive and welcoming volunteer community.

This role is open to female applicants only (Equality Act 2010: Schedule 9: Occupational Requirements). Applicants must be 18 years or older.