



A Helping Hand to Asylum Seekers & Refugees

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.

Webmaster Volunteer

This is a behind the scenes yet vital role as BJP needs to be able to spread the message of its mission as far as possible and keep our supporters informed.

Role

- Supporting the trustees in devising a media strategy to best publicize BJP.
- To maintain BJP's website as a valuable communication tool.
- To identify suitable media to tell our story to various audiences.
- To work with BJP and its supporters to gather material for use in on the website.

Skills / Experience / Aptitudes

- Good written communication skills.
- Structured and methodical.
- Able to maintain a website using the Wix platform
- Sympathy with the aims and objectives of BJP.

Notes

- This rôle can done at home or at BJP's office (see below).
- Full training can be given. Ongoing mentoring support available.
- Expenses can be claimed.
- For more information or an informal chat contact Sheila Podmore on 07958 250281 or pody38@yahoo.com.