

Prisoners Families and Friends Service (PFFS)

Court Project Volunteer - Person Specification

No special qualifications are required or experience needed for this role as full training is provided. The following points however are important:

- ❑ To have an interest in the needs of prisoners families'
- ❑ To have a professional but empathetic manner
- ❑ To be friendly and approachable
- ❑ To have excellent listening and verbal communication skills; ability to communicate confidently with a wide range of people
- ❑ To be a reliable and pro-active person
- ❑ To work well in a team
- ❑ To be able to work well independently
- ❑ To be respectful of the traditions of the Courts
- ❑ To be non judgemental
- ❑ To be available as a Court volunteer for a minimum period of six months and one day a week during this period
- ❑ To have the ability to work within boundaries and in accordance with the charities policies and procedures, such as; equal opportunities, confidentiality and health and safety
- ❑ To have the ability to fill out basic records (monitoring sheets) about information given out at Court and return to the office for our statistics
- ❑ To be available to attend training, support and development sessions
- ❑ To be willing to travel if required