

School Liaison Volunteer

Role Description

Role Title:	School Liaison Volunteer
Line Manager	Operations Director
Hours:	Flexible, to be set in agreement with line manager
Length:	One year, with scope for extension
Location:	Various, mostly schools across Luton, plus some home working

About Level Trust

Level Trust was established in April 2013 to help children living in poverty in Luton by reducing the effect that poverty has on their experience of school. We do this by working in partnership with Luton schools to provide practical support including free school shoes, warm winter coats, school uniform, learning equipment for the home and enrichment activities in the holidays. In just five years since the charity's establishment, Level Trust has supported over 10,000 four-to-sixteen-year-olds across Luton.

The Level Trust team is currently made up of five staff members and 15 regular volunteers giving over 35 hours a week to the trust. The team is overseen by the Trustee board which is made up of: Francis Steer our Chair; Suzanne Spicer, Chartered Accountant; Bishop Richard Atkinson, Bishop of Bedford; Chris Curtis, CEO of national youth organisation Youthscape; Altaf Hussain, Principal of Luton Sixth Form College; and Tina Edwards, experienced Luton school leader.

Our Values

We...

- ... are committed to true **partnership**, believing it brings about the best results
- ... treat all people with the utmost **dignity**
- ... believe that all children deserve to be safe, happy and **have fun**
- ... are **generous** and try to give other people the best of what we have
- ... are **passionate about Luton**, enjoy all it has to offer and see our work as contributing towards making it even better

Role Purpose

Level Trust is looking for a personable, adaptable volunteer to support our school partners with delivering our projects, and find creative ways to improve their performance. The School Liaison role is crucial to the constant improvement of our schools partnership projects, including I Love Learning and our SMASH summer school.

Duties and Responsibilities

- Set up meetings with Level Trust Link Workers in partner schools, in collaboration with the Operations Director.
- Sign up new schools to become official partners.

- Support schools to make the most of their partnership with Level Trust, including: increasing their redemption rate for shoe and coat gift cards; signing them up to our holiday enrichment programmes; creating a facility within the school to hold uniform collections.
- Maintain communication with the Operations Director, reporting on the poverty-related issues school are currently facing and your ideas on how we can support them.
- Be responsible for scheduling your work.
- Uphold and exemplify the values of Level Trust, inspiring others to do the same.

Essential Skills, Knowledge and Experience

- Able to work flexibly and travel independently in order to meet the needs of schools.
- Excellent interpersonal skills.
- Good powers of persuasion.
- Collaborative problem solving skills.
- Able to work with diverse groups of people.
- Basic IT skills.
- Understanding of safeguarding and related processes.
- Basic understanding and appreciation of child poverty and the current picture in Luton.
- Understanding of the structure of UK schools.
- Understanding of family work in UK schools.

To apply please contact **Christian Iszchak** on christian.iszchak@leveltrust.org or call **07846 149 532**