

# Residential Volunteering Opportunities at Pembroke House

## About Pembroke House

Pembroke House is an organisation for social action and residential community in Walworth, south-east London. We work across our neighbourhood to unite partners like GPs, schools, charities and community groups in shared action, and to empower local people to make change in their lives and community.



Our work is built around four pillars:

### 1. Activities

We deliver and support 30 projects – from children’s dance classes to a weekly lunch club. These allow people to connect with each other and with local services; to grow and learn; to give back and contribute.

### 2. Residency

We hold true to our founders’ values: working alongside the community in Walworth as neighbours and residents. The residency, which sits adjacent to Pembroke House, is home to six of our team members.

### **3. Neighbourhood**

In order to make a meaningful difference in Walworth, we need to work together. We work in partnership with residents, organisations and institutions – building knowledge and inspiring collective action.

### **4. Learning**

At Pembroke House, we are all learners. We try things out and learn as we go, both collectively and as individuals. We reflect on what works, change what doesn't, and share our learning and insights widely.

## **Current Roles**

Before lockdown, we had 90 regular volunteers doing anything from helping us deliver activities for the local community, organising events or helping us in our office. Since lockdown we've welcomed another 400+ volunteers, either helping us to pack or deliver food via the Walworth Community Food Hub. We're now looking for new volunteers to work with us on building the Walworth Living Room, our new space for the community.

## **Community Photographer**

### **About the Role**

The Community Photographer role is a great creative opportunity for a dynamic creator. You will spend 5 hours a week contributing your specific passions and skills to the work of building the community in Walworth.

Your role will involve being primarily based in the Walworth Living Room, our newest community space to capture day-to-day interactions and life in the space, as well as attending our regular and one-off events (e.g. neighbourhood street party, supper clubs, cooking events, lectures and more).

If done well, this role would involve creating meaningful connections with people, being able to document the life of a vibrant community while contributing to its own development.

### **About you**

- An established creative or you have an emerging photography practice and looking to build up your portfolio.
- Interest in social action and exploring how your practice can contribute to local activism and community building in Walworth.
- Enthusiastic about being rooted in place while documenting the day-to-day life in the neighbourhood.



## **About the residency**

You will also have the option of living in our residency with 4 or 5 other housemates. By doing so, you'll be fully immersed in our community, sharing meals, time, places and moments with local residents, volunteers, and staff members. You will become an active member of our community, having the opportunity to photograph the activities as someone who is also part of the neighbourhood.

The Residency is a large house and each of the six Residents has their own room, furnished to a basic standard. They share two bathrooms, toilets, living room and kitchen. The Pembroke House garden, located immediately outside of the kitchen, is available to use too.

Rent is £105 per week (including Council Tax) and utilities (gas, electricity, water, broadband) £55 per calendar month. Both of these charges remain the same even if less than six people are resident. We offer individual short hold tenancy agreements for one year, with the possibility of extension for a further year.

## **Key Responsibilities:**

### **1. Photography**

- Attending our programmes and community spaces (Walworth Living Room SE17 2JU and Pembroke House SE17 1QR) taking pictures of people, interactions and activities.
- Capturing photography of the community and organisational work to be used in different contexts (print, social media, web, etc) and delivering this photography in colour-corrected, ready-to-use form.
- Maintaining a library of pictures and films in our shared drive.
- Supporting the comms team and any other members of staff to browse and select images when required.
- Interacting with our community members to make sure they feel at ease and comfortable with your role.
- Nurturing relationships with people in the community to shoot ad hoc interviews, photography projects, etc. in collaboration with the comms team.

### **2. Design (*desirable but not essential*)**

- Any experience with design tools is desirable including but not limited to Adobe Photoshop, Illustrator and inDesign to assist with digital and print content when necessary.

## **Other information**

- Volunteers should abide by organisational policies including Pembroke House's Equal opportunities and Health and Safety policies. This includes undergoing a DBS check as part of the recruitment process.

## **Qualities Needed**

- A warm, kind and open demeanour
- A non judgemental, inclusive approach
- A friendly person with the ability to building relationships with people from different backgrounds

## **Key skills/knowledge**

- Photography technical skills
- Design skills using Adobe suite (*desirable but not essential*)
- Able to collaborate with staff, volunteers and community members to organise and coordinate photoshoot days.
- Able to use a variety of different tools to take pictures and films in different environments including smartphones, etc.

## **What would you gain?**

This role is an exciting opportunity to build relationships with a wonderful group of local people, and learn new insights, skills and knowledge from the community. You will gain practical experience in documenting community life, having the chance to interact with people in a dynamic space that offers variety, diversity and, above all, fun!

We accommodate all members of the community, which will also include vulnerable adults and children, so you will be able to attend Safeguarding Training to equip you with more knowledge and tools for these interactions.

If you take up the residential option, you will also be given a unique window into Pembroke House's wider work and be immersed in the local community in Walworth as a local resident and neighbour.

Visit our website for more information <http://pembrokehouse.org.uk>

## **Weekly Time Breakdown**

- Pembroke House residents generally volunteer 5 hours a week.
- This role requires you to be in the Walworth Living Room or Pembroke House during opening hours, at the moment Thursdays and Fridays from 10am - 3pm

## **Optional meetings**

- The Pembroke House team meets briefly each Monday morning at 11am for a weekly update. Attending this meeting is the best way to stay up to date with what is happening in the organisation.

## **Additional Responsibilities**

As a resident at Pembroke House you will be required to assist with a few buildings related roles:

- Attending to the burglar alarm at PH if it sounds during the night
- Providing access to PH hall hirers outside of normal office hours, including the weekend
- Ensuring the PH building is securely locked up each evening.

## **Essential Training**

- All residents are required to take part in the Pembroke House safeguarding training, which is held regularly throughout the year.
- All residents are required to complete the online Health and Safety training in their own time within the first month of taking up a role.
- There may be scope to attend specific photographic training with other members of the team.

# The Residency

We were founded in 1885 by students from Pembroke College, Cambridge. They built the Residency so that they could be part of the community they wanted to serve.

Today the Residency offers student-style accommodation adjacent to Pembroke House for six people who are interested in neighbourhood-based working. It is no longer a requirement for Residents to have connections with Pembroke College or any university. What is more important is that Residents are good communicators and have:

- a curiosity about what Pembroke House is and how they can be part of it;
- a desire to become an active member of the local community; and,
- a willingness to learn and re-evaluate pre-conceived ideas / approach

Current Residents are:

Emily - our Pembroke Academy of Music Assistant

Claire - our Buildings Assistant

Mattias - working on his PHD on Settlements and supporting the food hub

As well as volunteering with a particular project – in this case, the Pembroke Academy of Music – residents are included as a full part of the team and invited to regular team meetings and team dinners. This is a unique opportunity to live and volunteer at the heart of a thriving local community organisation.

If you have any questions, please get in touch with Nina Feldman, Chief of Staff on [nina.feldman@pembrokehouse.org.uk](mailto:nina.feldman@pembrokehouse.org.uk)

## Interested?

We expect this role to be popular so we're going to follow the process below.

<b>16/06 12-13:30</b>	OpenHouse Please fill in this form: <a href="https://forms.gle/6zskXv8vfSn8Rkn47">https://forms.gle/6zskXv8vfSn8Rkn47</a> by <b>1pm on Wednesday 15th June</b> to book your place.
<b>20/06 09:00</b>	Please use this form: <a href="https://airtable.com/shr6QJTPvOezYhD8V">https://airtable.com/shr6QJTPvOezYhD8V</a> to submit a CV and cover letter or video telling us about what you're hoping to learn and experience through your time at Pembroke House, and what you will have to offer the role. Please also indicate whether you would be interested in a room in residency.
<b>Week of 27/06</b>	Interview with the Pembroke House Team At this stage we will be considering: <ul style="list-style-type: none"><li>• What you want to learn from your time at Pembroke House.</li><li>• How we think you will fit with the organisation.</li><li>• How your experience aligns with the specifics of the role.</li></ul>

	<ul style="list-style-type: none"> <li>• Availability and timing.</li> </ul> <p>It will also be an opportunity for you to ask us any questions you may have.</p>
<b>Week of 04/07</b>	<p>If you are interested in a room in the Residency, meet the residents. This meeting will be for you and the residents to discuss if you are a good fit for the house and whether you could live together. It will also be made clear which exact rooms are available and what the expectations regarding covid regulations are.</p>
<b>Week of 11/07</b>	<p>Offered volunteering role and room in the residency (if desired) by Pembroke House. Room available as soon as contracts signed!</p> <p>Immediate occupancy preferred, but for those with notice periods to serve - room occupancy expected no later than September 1st.</p>