

## **Witness Service at Warwickshire Justice Centre**

### **Volunteer Role Description**

The Witness Service provides practical help, emotional support and information to witnesses so that they feel valued, respected and informed and able to give their best evidence in court.

The Witness Service at Warwickshire Justice Centre (based in Leamington Spa) is urgently looking for new people to join its team of specially trained volunteers, supporting victims and witnesses in both Warwick Crown Court and Leamington Spa Magistrates Court.

Volunteer duties involve assisting witnesses, their friends and family, with the experience of attending court and giving evidence:

- Giving witnesses and their supporters confidential support, guidance and information to make their experience of a criminal court more comfortable.
- Helping witnesses cope with the emotional effects of giving evidence.
- Explaining court procedures, legal terminology and decisions and completing necessary paperwork.
- Showing witnesses and others around the courtroom before a trial so that they are familiar and at ease in the environment.
- Helping witnesses to prepare themselves for a range of possible trial outcomes.
- Going into the courtroom with the witnesses.
- Ensuring that witnesses continue to get our assistance after court, if they need it.
- Attending training, support sessions and other meetings.

We are looking for:

- People who have an interest in supporting those involved in the court process
- Able to be caring, mature, supportive and empathic towards others
- Non-judgmental, impartial and confidential approach to supporting other people
- Committed to ensuring witnesses have equal access to our services
- Respectful of the diversity of our colleagues and clients
- Willing to work within our values, procedures and policies

- Good listeners and with good verbal communication skills
- Friendly, reliable, approachable and a confident team player
- Due to the sensitive nature of the work, all applicants must be 18 and over.

At Warwickshire Justice Centre volunteers are usually asked for one full day's commitment per week, normally working from 9am until 5pm. However, flexibility to suit the university timetable and other student commitments would be taken into consideration. Ideally, due to the level of training required, we ask for a minimum commitment of one year.