



## **Project Volunteer Role Description & Person Specification**

**Managed, supported and supervised by: Volunteer Coordinator**

### **Role Description:**

- 1) To provide support, advice and information to service users
- 2) Work with people to establish non – judgemental supportive relationship
- 3) Provide objective, supportive assistance to help people through difficult periods in their lives
- 4) Assist people in working towards meeting objectives and goals, personal social and education
- 5) Offer practical help possibly accompanying people on visits and appointments where appropriate
- 6) Attend and take part in the induction and on – going training programme
- 7) Attend and contribute to fortnightly supervision sessions
- 8) Adhere to all policies and guidelines of the project
- 9) Commit to 1year volunteering and approx 5 – 10 hours or more per week
- 10)To implement the Equal Opportunities & Diversity Policy at all times

### **Person Specification:**

- 1) Ability to communicate clearly and effectively.
- 2) Understanding of the issue and willingness to work with the client group.
- 3) Able to respect and maintain confidentiality.
- 4) Willingness to attend regular supervision and undertake work related accreditation.