

General group volunteer

The role

Dr Bell's Family Centre offers a variety of groups for families who live in Leith. This includes buggy walks, Bookbug, cooking groups and more.

We are looking for individuals who would like to support and assist our group leaders in a variety of tasks within our different groups and sessions. This role will take place within our Centre, however may involve going to other local locations.

Volunteers need to be non-judgmental, empathetic, reliable, friendly and able to follow instruction.

Key tasks

- Assist with admin tasks such as preparing and taking registers.
- Assist group leaders with set up and tidy up.
- Making sure our groups are a welcoming, friendly, enjoyable and safe environment: following guidelines.
- Making all group members feel welcomed and supported, especially if they are new.
- Help group leaders to lead groups by answering questions and leading activities.
- Help to set up and provide beverages and snacks.
- Ensuring COVID-19 safety guidance is adhered to.

Specific skills

We are looking for someone with the following skills, knowledge and experience:

Essential:

- Ability to follow instructions, as well as health and safety guidelines.
- Ability to work as part of a team and on your own.
- Reliable, punctual, honest and well-organised.
- Good people skills and friendly nature.
- Good listener and sensitive to the needs of others.
- Comfortable talking in front of groups of people.

Desirable:

- Knowledge of Dr Bell's groups and sessions.
- Experience of Dr Bell's groups and sessions.
- Experience with assisting with group activities (volunteer or paid role)

Support and training:

- Any relevant training that may be required will be identified and offered to volunteers.
- All volunteers receive regular support and supervision meetings throughout their time with Dr Bell's.
- All volunteers will receive inductions before starting.

What you will gain from this opportunity

- Volunteers receive relevant training and an induction before starting their role.
- Ongoing support, guidance and monthly supervision meetings throughout your time at Dr Bell's.
- Opportunity to develop communication and other skills, as well as confidence.
- Opportunity to meet new, like-minded people.
- Opportunity to give back to your community and help make a difference.

Availability and commitment

You will need to commit to at least 3 hours on a morning or afternoon for up to 10 weeks, at a time and date arranged with the Engagement Officer. If there are any sessions that you can't attend please link with the Engagement Officer.

Other requirements

Volunteers must be at least 18 years old.

Recruitment process:

This position is subject to a Basic Disclosure check and one satisfactory reference.

Application forms to be returned to:

info@dbfc.org.uk

You can also drop your application off at our Centre:

15 Junction Pl, Edinburgh, EH6 5JA. Open Monday-Friday 9am – 4pm.