

**General group volunteer**

**The role**

Dr Bell’s Family Centre offers a variety of groups for families who live in Leith. The groups that we would be looking for volunteers would be:

* Into the Woods
* Buggy Walk
* Community Lunch
* Bookbug
* Messy Play

We are looking for individuals who would like to support and assist in the delivery of our groups. 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 groups are welcoming, friendly, enjoyable and safe: 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 beverages and snacks.

**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 an induction 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, at a time and date arranged with the Community Development Manager. If there are any sessions that you can’t attend please link with the Community Development Manager.

**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 Place, Edinburgh EH6 5JA during our opening hours.