

# Volunteer Role description



<b>Volunteer Role</b>	<b>Movement for Memories Buddy Volunteer</b>
<b>Role Purpose</b> Why we need you	Our Movement for Memories programme supports people living with dementia to be physically active.  As a Movement for Memories Buddy your role will be to accompany individuals with Dementia to take part in physical activity sessions of their choice within Edinburgh Leisure venues. Activities might include golf, gym, fitness classes, tennis or swimming.
<b>Specific Tasks</b> What will be involved?	Buddy Volunteers will: <ul style="list-style-type: none"> <li>• Meet the participant in reception areas and provide a warm welcome</li> <li>• Accompany the participant in doing activities.</li> <li>• Provide participants with support, encouragement and reassurance as required</li> <li>• Provide information and support to participants and carers, where appropriate, this may include signposting to other Edinburgh Leisure activities and support services.</li> <li>• Work in partnership with venue staff to ensure participant feels safe and comfortable to participate in activities</li> <li>• Keep basic records to assist in evaluation of the programme.</li> </ul>
<b>Skills and Qualities</b>	It is vital that our volunteers have an interest in health and physical activity and a passion for working with people living with Dementia.  Essential qualities for this role are: <ul style="list-style-type: none"> <li>✓ Open, warm and friendly manner</li> <li>✓ Caring and non- judgmental approach</li> <li>✓ Good communication skills</li> <li>✓ Ability to actively listen</li> <li>✓ Commitment to the role</li> <li>✓ Willingness to undertake training as required</li> <li>✓ Excellent time-keeping skills</li> </ul>
<b>Support and Training</b>	Full training will be provided to all volunteers. This will include; <ul style="list-style-type: none"> <li>• Active Communities core training (1/2 day)</li> <li>• Dementia training (1/2 day)</li> </ul> All volunteers will receive regular support from our Movement for Memories Supervisor and will have access to 1-1sessions. During these we will discuss and agree on-going training requirements and opportunities.

<b>Expectations</b>	<p>You are expected to:</p> <p>Carry out tasks in a way which corresponds to the purpose and values of Edinburgh Leisure and in line with our volunteer policy and guidelines</p> <ul style="list-style-type: none"> <li>• Respect other volunteers, service users and Edinburgh Leisure staff</li> <li>• Respect confidentiality</li> <li>• Respect the human rights of others</li> <li>• Attend training and support sessions as required</li> <li>• Carry out tasks in line with your training and health and safety legislation</li> </ul>
<b>Commitment</b>	<p>We ask you to commit to a minimum of 2 hours volunteering per week for at least 6 months.</p> <p>Volunteer hours will be confirmed depending on your availability, preferred location(s) and interests and the needs of our participants.</p>
<b>Location</b>	<p>Movement for Memories activities will take place in all Edinburgh Leisure venues across the city, with activities running Monday-Sunday and at various times throughout the day.</p> <p>We will work with you to determine which location(s) and day(s) suits you best.</p>
<b>Disclosure / PVG Requirements</b>	<p>Volunteers will be required to undertake a Protecting Vulnerable Groups (PVG) check. The purpose of this is to safeguard volunteers and service users from harm. The check involves completing a short form which you can be supported to complete. Having a criminal record will not automatically prevent you from volunteering. All cases will be treated on an individual basis.</p> <p>If you have any questions or concerns about this, please contact the Support Contact using the details below.</p>
<b>Support Person &amp; Contact Details</b>	<p>Sam Scott Health Development Officer (Dementia)</p> <p>Email: <a href="mailto:samscott@edinburghleisure.co.uk">samscott@edinburghleisure.co.uk</a> Phone: 0131 458 2260</p>
<b>Task Description Updated</b>	<p>November 2018</p>

**edinburghleisure.co.uk**