



Volunteer

Role description

<p>Volunteer Role</p>	<p>Active Communities Administrative Support</p>
<p>Role Purpose Why we need you</p>	<p>The Active Communities team provides support for people with a range of health conditions to get physically active. We receive a high volume of referrals, so we are looking for 'behind the scenes' assistance to make sure our programmes run smoothly.</p>
<p>Specific Tasks What will be involved?</p>	<ul style="list-style-type: none"> - Checking the eligibility of referrals and adding them to our database - Electronic filing - Prepare and send letters to participants - Record feedback from participants
<p>Skills and Qualities</p>	<p>Volunteers will come from a wide range of backgrounds and will have many different qualities and skills. Essential qualities for this role are:</p> <ul style="list-style-type: none"> - A methodical approach - Attention to detail - Reliability <p>Experience of using Microsoft Office would be an advantage, but training and support will be provided.</p>

Support and Training	The volunteer will be given regular guidance and support.
Expectations	<ul style="list-style-type: none"> - Carry out their tasks in a way which corresponds to the purpose and values of Edinburgh Leisure and in line with the volunteer policy and agreement - Volunteer within agreed guidelines and remits - Respect confidentiality - Respect other volunteers, service users and staff - Respect the human rights of others - Carry out their tasks with regard for the health and safety of others
Commitment	5 hours per week for a minimum of 3 months
Location	Vantage Point,3 Cultins Road, Edinburgh, EH11 4DF
Disclosure / PVG Requirements	<p>Volunteers will be required to undertake a PVG (protecting vulnerable groups), Disclosure Police Act check or complete a criminal conviction self-declaration. The purpose of this is to safeguard volunteers and service users from harm.</p> <p>The check involves completing a short form which you will be supported to fill in by the team. Having a criminal record will not automatically prevent you from volunteering, cases will be treated on an individual basis.</p> <p>Check level of Disclosure or PVG required: Police Act Disclosure</p>
Support Person & Contact Details	<p>Stephen Hughes Health Development Officer</p> <p>stephenhughes@edinburghleisure.co.uk</p>
Task Description Updated	April 2018