



# Life Skills Training Volunteer Role Description

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The Befriending Scheme supports vulnerable people by delivering Life Skills Training across the county. We are looking for volunteers who are willing to give some time to assist with the delivery of this training at our Hub Groups. This position would suit someone who has an interest in learning and development and would like to have the opportunity to learn delivery techniques in a supported and coaching environment.

## **What does this role involve?**

A volunteer should:

- Be registered and undergo a DBS check
- Be understanding and respectful of all who attend the training courses group
- Be mindful at all times to maintain **complete confidentiality** of clients and other volunteers (failure to maintain this could potentially lead to de-registration of volunteering status)
- Advise the Training Manager if they are unable to attend and support at any pre-arranged meeting or course delivery location.
- Assist in delivery and evaluation of Life Skills training
- Use appropriate terminology and language when talking to and about clients
- Encourage active participation but remain respectful of a choice to refrain from taking part in certain training activities
- Exercise patience and allow sufficient time for clients with speech and language difficulties to verbally express themselves
- Value our clients' knowledge, experiences and opinions
- Assist with the promotion of the Life Skills Training programme
- Report any concerns to the Training Manager regarding clients/volunteers/other matters asap
- Feel able to share ideas with the Training Manager for future training opportunities
- Attend the volunteer meetings, and give appropriate feedback
- Attend training events/updates as and when able
- Attend sessions at The Befriending Scheme office to familiarise yourself with the Life Skills Training programme
- Ensure the claiming of expenses is carried out on a regular monthly basis

## **A volunteer will not be asked to meet any personal care needs**

### **What attributes/skills do I need?**

- Friendly and approachable
- Flexible
- Good communication skills
- Reliable

### **How much time do I need to commit?**

3-4 hours, once a week, sometimes less

### **What support will I be given?**

- A member of staff will be available to give you continuous on-going support, advice and guidance

### **What benefits can I expect?**

- Widened circle of friends
- The satisfaction of knowing that you are helping vulnerable people in your community
- Valuable experience of volunteering that you can add to your CV
- You can claim previously agreed out of pocket travel expenses
- You will have the opportunity to work with and be mentored by a training and development professional.

For more information and to apply for this role please contact:

[www.thebefriendingscheme.org.uk](http://www.thebefriendingscheme.org.uk)