

Volunteer Task Description

Thank you for your interest in volunteering with Age Scotland! Please see below an outline of the role and what it involves.

If you have any questions about an aspect of the role, please feel free to get in touch on **0333 32 32 400** or email: volunteering@agescotland.org.uk

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| Volunteer Role Title: | Comradeship Circles Technical Support Volunteer |
| Department Name: | Veterans Comradeship Circles |
| Location: | Online (from Home) |
| Job Title of volunteer supervisor(s): | Veterans Friendship Circles Facilitator, Veterans Friendship Circles Coordinator. |
| Time Commitment: | 1-2 hours per week at the same time each week (with some flexibility for cover) over a 6 month minimum period. |
| Background | The Comradeship Circles service enables socially isolated older members of the veterans' communities to enjoy camaraderie with others who share an armed forces background in regular and facilitated telephone group calls. |
| Purpose of the role: | To provide technical support to ensure the smooth running of the comradeship circles |
| Main Tasks Include: | <ul style="list-style-type: none"> • Dialling in and welcoming callers to the circles • Ensuring circle attendance and notes are updated. • Reporting any concerns or issues with the circles to Supervisor. • Where possible, giving the Supervisor advanced notice of any absence. • From time to time, providing feedback and completing further training as necessary to support you and your volunteering role. |
| Required Qualities & Experience: | <ul style="list-style-type: none"> • Agreeing and complying with Age Scotland's policies and procedures. • An understanding of and commitment to equal opportunities. |
| Required Skills: | <ul style="list-style-type: none"> • IT literacy and experience using a laptop to work online. |
| Additional Requirements: | <ul style="list-style-type: none"> • Use of personal laptop with functioning microphone and speakers/headphones. • Access to a quiet space within own home or similar. • Weekly communication with supervisor to support delivery of circles and how we can support you in your role. • To attend Age Scotland induction training, including Older Veterans' Awareness. |



Thank you for taking the time to consider this role. If you have any questions, please call **0333 32 32 400** or email: volunteering@agescotland.org.uk

We hope to hear from you soon!