

Volunteer Role Description

Thank you for your interest in volunteering with Age Scotland. Below is an outline description of what this role involves. If you have any questions at all, please do not hesitate to contact us. Also, if you have any concerns about a specific aspect of the role, please let us know so that we can discuss these with you.

Volunteer Role Title:	Volunteer Facilitation Assistant
Department Name:	Dementia Training
Job Title of volunteer supervisor:	Rachel Davison and Julie Turner email dementiatraining@agescotland.org.uk
Time Commitment:	<p>Approximately two workshops per month, depending on availability. Workshops vary in length – from 1.5 to 3 hours.</p> <p>A training session will take place with your supervisor to go over the facilitation assistant process as outlined by Age Scotland. This will last approximately one hour and will take place at a meeting place in the local community or at Head Office. New volunteers are required to have an Age Scotland Induction, which takes places with your supervisor at an agreed location.</p> <p>In addition to this you will be invited to attend at least one Volunteer celebration per year.</p>
Purpose of the role:	To assist with workshop facilitation, both online and face to face. This role will provide excellent experience for someone interested in training and gaining experience in workshop delivery/facilitation.
Duties:	<ul style="list-style-type: none"> Assist with online workshops through monitoring the chatbox, uploading documents and videos, create online breakout rooms There may be the opportunity to assist with face-to-face workshops. These can be in different locations across Scotland, generally in the central belt.

	<ul style="list-style-type: none"> Take notes during the workshops to capture participant feedback (online course, send notes by email to Trainer at the end of the training). With training and full support, there will be the opportunity to learn to deliver a section of workshops, covering such topics as Dementia Awareness, Dementia and the Home Environment and the Carers (Scotland) Act.
Required Qualities & Experience:	Ability to manage differences of opinion so each person is heard, an interest in learning about dementia and the role of unpaid carers, awareness of confidentiality
Required Skills:	<ul style="list-style-type: none"> good organisational skills good communication skills outgoing and friendly enjoy meeting people must be over 18 years of age
Additional requirements/training:	<ul style="list-style-type: none"> access to laptop/computer and internet and a private space for workshop delivery You can take part in our workshops as a participant and have opportunities to observe the different workshops. You will then be paired with an experienced trainer to enable you to gain experience and learn aspects of workshop delivery
Support:	<p>Volunteers will be well supported and will have a clearly identified staff member to whom they report.</p> <p>Whilst on duty volunteers are under the supervision of the Dementia training team and are responsible to them for the activities carried out. You are asked to notify your team of planned leave and absences. You should also notify them if unable to carry out your duties due to illness or emergency - if the training team is not available, please advise by using the contact email address.</p> <p>Finally, three months after you begin volunteering for Age Scotland, a review session will be arranged to see whether the role is meeting your expectations and the needs of Age Scotland, and to</p>

	consider alternative volunteering opportunities if necessary. You will also have an annual catch up with your supervisor, to make sure the role is still working well for you.
Expenses:	Volunteers are entitled to claim travelling expenses paid at the current mileage rate for car users, or public transport costs.