

Volunteering for Waverley Care



Waverley Care
making a positive difference

Waverley Care is Scotland's leading HIV/Hep C charity and has been providing care and support to people infected and affected by the virus for over twenty one years.

We have operational sites in Edinburgh, Glasgow, Lanarkshire and Inverness and our outreach work extends across Scotland. We provide care and support through:

- Waverley Care Milestone – residential respite unit
- Waverley Care – community-based support and information centre
- Community Outreach & Support Service – support for people with HIV/Hep C living in the community
- Buddy Service – one-to-one befriending service.
- Positive Scotland and our Positive Self Management Programme.

Our volunteers are valued and respected for the time and effort they contribute (however large or small) towards maintaining and enhancing our services. They all have the chance to use their skills and gain new ones, get work experience and a real sense of satisfaction from doing something worthwhile. One of the most rewarding aspects of volunteering at Waverley Care is building good relationships with service users, other volunteers and staff.

Becoming a volunteer involves:

- Completing the enclosed application form
- Police checks through the Protection of Vulnerable Groups Scheme
- The volunteer core skills training course
- An informal meeting with the volunteer team

The induction course generally runs over weekends and some evenings and covers topics such as: your role and rights as a Waverley Care volunteer, basic HIV/Hep C information, confidentiality, boundaries and loss and change.

The course is designed to make use of your own knowledge, skills and experience. It aims to prepare you for the tasks and any challenges you might encounter while you are volunteering. The volunteer roles include:

Buddies – Buddies offer one-to-one befriending support to people living with HIV & Hep C in the community or in prison. Buddy volunteers offer on average 2hrs support a week to the person they are matched with. The amount of time is flexible, so it's a volunteer role that can fit around your other commitments. The aim of the Buddy role is to help to reduce the isolation and discrimination faced by some individuals living with HIV & Hep C through a mixture of social and emotional support. Buddy volunteers work with service users in both Glasgow and Edinburgh and the Lothians.

Milestone Reception– Volunteers are an essential part of the Milestone team. They manage the switchboard, take messages, welcome people to the building and spend time in the main area chatting and providing informal support to residents.

Milestone Support – Valuable support is offered to residents staying at Milestone by spending time with people and acting as a listening ear. This could involve chatting, playing games, watching TV, having meals, going for walks, trips out etc. This can be a great support for residents having a new person to chat and spend time with.

Gardening – Milestone’s attractive garden provides a peaceful area in which its residents can relax and feel safe . Volunteers help to maintain the quality of the environment for residents by doing light gardening work such as weeding, planting and light pruning. We also have an allotment in Edinburgh where volunteers spend time gardening whilst supporting our service users.

We have various on going gardening projects for teams to get involved in.

Outreach & Support (based at Milestone) - Waverley Care's Outreach & Support Service aims to improve the lives of people living with HIV by enabling them to live independently in the community. Volunteers with the Outreach & Support Team assist staff with daily activities, occasional outings, groups and helping to support people to access Waverley Care’s other services. They play an important part in increasing service users' quality of life by enabling them to: socialise, gain confidence and overcome feelings of loneliness and isolation.

Outreach & Support (Highland, Argyll & Bute) – Opportunities exist to join a rota supporting outreach work in public places where men have sex with men. The work includes advice and resources to promote safer sex. Opportunities to support information stalls at a range of events.

Outreach (Glasgow & Lanarkshire) – Opportunitites to help in delivering HIV prevention messages and distributing condoms in community settings, as well as organising community events.

Reception (Edinburgh, Glasgow & Inverness) – Volunteers help to ensure that reception runs efficiently. They help everyone who visits to feel as comfortable as possible, manage the switchboard, take messages and help out with general administration tasks. We aim to staff the reception desk between 10am and 4pm.

Group Support – Group support volunteers spend a few hours each week being involved in one of our support groups. This involves being part of the group, chatting to people, making sure the space is safe and confidential and getting involved with the planning and delivering of the group activities and events. This role requires a long term commitment.

Complementary Therapists – We have volunteers who offer complementary therapies on a weekly basis. Many of our service users benefit from the opportunity to relax and improve their well-being. Therapies on offer include Craniosacral Therapy, SourceStar and Pilates.

Fundraising (Head office, Mansfield Place) – Volunteers assist the fundraising team with festival collections, theatre bucket shakes, admin tasks, ribbon-making, advertising and supporting events and one off projects. Volunteers also act as a voice for Waverley Care and

our service users by talking at events, schools, colleges and work places etc (fundraising volunteers are not required to do the volunteer training course).

Other volunteering opportunities are be available including being involved with our Positive Scotland and Positive Self Management Programs, supporting and shadowing our workers, research projects and data input to name a few.

Whatever volunteer role you choose, you will be contributing to the friendly and social atmosphere of Waverley Care.

Once you are a volunteer

Volunteers receive help towards travel expenses up to the cost of a Day Saver ticket on local bus services. If you work for more than four hours we will also help towards the cost of meals. As well as formal, informal, group and one-to-one support sessions, we organise regular volunteer meetings, socials and ongoing training. We also produce a volunteer newsletter.

IMPORTANT!

Please refer to these notes before completing the application form

1. Help with completing the form

If you need help in completing the form for any reason at all, please contact the Volunteer Team. This will not go against you when you apply.

2. Qualities Waverley Care looks for in a volunteer

Please use this list to help you judge what will be looked for in your application form, as it is through this form that the selection for the course will be made.

- An understanding of and commitment to the aims and objectives of Waverley Care
- A positive attitude to people living with HIV/ Hep C
- The ability to communicate with staff, other volunteers and service users
- A non-judgmental approach to those who have different lifestyles to your own
- Openness and willingness to address difficult issues
- The ability to work as part of a team
- Willingness to work under supervision
- Patience
- Reliability

This list of qualities Waverley Care looks for in a volunteer has been designed to help you understand what we need, and to help decisions to be made in the spirit of equal opportunities. No formal qualifications are required but this is a sensitive area of work.

All of these issues will be explored during the training course.

3. The application process

When you return your form the Volunteer Team will assess it. After this you will be invited to come along to an informal meeting (this is so you can find out more about volunteering at Waverley Care and we can find out a bit more about you). If you are offered a place on the Volunteer Core Skills training course you will be sent details of the training programme about 4 weeks before the training starts.

“I like working a part of a team and understanding the challenges which changing circumstances bring to an organisation and the people within it.”

“I have met some great people and made new friends. it is a fun place to be and I find Waverley Care to be very flexible and supportive and I can always speak freely.”

“I guarantee anyone who volunteers will feel better emotionally, physically, and psychologically. I don't care who you are or what you do. The people I know who volunteer have smiles on their faces.”

Waverley Care Volunteer Application Form

Thank you for your interest in volunteering with Waverley Care. This form is an opportunity for you to give us some information about yourself and how you would like to become involved as a volunteer. It forms part of our volunteer selection process. Please complete it as fully as you can, using the attached information to help you.

Please do not hesitate to contact us if you need any assistance in filling out this form!
Tel: 0131 312 9952 or email volunteer@waverleycare.org

Name:

Address:

Postcode:

Date of Birth:

Home Tel:

Mobile:

Email:

1. Why do you want to be a Waverley Care Volunteer?

2. Waverley Care works with people from a wide variety of backgrounds in terms of sexuality, drug use, ethnicity, employment etc. How do you feel about working with people who may have very different life experiences from your own?

3. What do you feel you can offer Waverley Care?

4. Are there any particular volunteer roles you are interested in? (You don't have to decide now!)

5. Do you have any health problems that may affect the kind of voluntary work you can do? If yes, please describe them.

6. Waverley Care encourages applications from people with criminal convictions and we try where possible to find appropriate placements for volunteers who have a criminal history.

If you have been convicted of any offences, please include details of these offences including dates and penalties (fines, prison sentences and so on) on a separate sheet of paper sealed in an envelope marked "Private and Confidential FAO Volunteer Co-ordinator."

The envelope will remain sealed until your application has been assessed. This disclosure will be treated in confidence. It may affect your selection as a volunteer and this will be discussed with you before you attend and induction course. If it is subsequently discovered that you have been convicted of an offence that you have not disclosed, you may be subject to our disciplinary procedure.

Because of the nature of voluntary help given in health care the work is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974.

Police checks are required if working with children, and you will be asked for written beforehand.

Please tick here if you have **NOT** been convicted of any criminal offence

Where did you hear about Waverley Care's volunteering opportunities?

References

Please give the names and addresses of two people who can comment on your suitability for volunteering with us. They will only be contacted once you have accepted a place on the volunteer training course. If you are using specialised skills further references specific to those skills will be required.

Name:

Name:

Address:

Address:

Tel:

Tel:

Your contact details will be held on computer and this application form will be securely filed. All personal details held are secure and strictly confidential to the Waverley Care Volunteer Service. We will use the information for contacting you and for monitoring our volunteering base.
Please sign below to give your consent to us keeping this information on our records

Applicant's signature

Date
