

Activity Coordinator Volunteer Description

'Activity': Noun; a thing that a person or group does

'Coordinate': Verb; bring the different elements of a complex activity into a harmonious or efficient relationship

About Waverley Care

Scotland is on track to be one of the first countries in the world to achieve zero HIV transmissions, and Waverley Care will play an essential role in getting us there.

A positive HIV diagnosis still has the power to knock people off their feet and impact every part of their lives. People living with HIV still carry the burden of decades of discrimination and misinformation about HIV. HIV is treatable, but the stigma and shame surrounding HIV holds people back and makes it different to other life-long conditions. Stigma and the fear of an HIV diagnosis still prevents many people at risk getting a test and knowing their status.

Our vision is for a Scotland where no one faces HIV alone, we will achieve this by fighting stigma and empowering people living with HIV to live full and healthy lives.

Waverley Care is Scotland's leading HIV and hepatitis C charity, and everything we do is guided by the experiences of the people we work with – this ranges from shaping the services we deliver through to how we influence national policy around sexual health and blood borne viruses (BBVs).

We are at an exciting point in our history as we strive to reach the goal of zero transmissions by 2030. There is much work to be done, but as an organisation we are driven to create lasting change for everyone in Scotland living with, or at risk of HIV or hepatitis C.

You can find out more about the work we do at our website www.waverleycare.org.

About the role

Activity Coordinators use their skills and talents in art, music, drama and other areas to conduct activity sessions for the residents at the Intermediate Care Unit Milestone, as well as for groups of individuals using our services. Responsibilities of this role include delivering workshops or facilitating social groups focused on that specific skill or a talent.

As an Activity Coordinator, you bring your awesome skills, talents and know-how to the table. It's all about creating little moments that inspire people and make them feel more connected.

About the person

Activity Coordinators are capable of sharing their skills, talents and knowledge with others in a positive and suitable manner. They exhibit confidence in conducting workshops or activity classes and maintain a friendly and engaging manner throughout these sessions. Activity Coordinators also display self-awareness and respect for others.

Key strengths

- **Skill, Talent or Knowledge:** Activity Coordinators bring unique experiences to service users in group or one to one sessions. Through these activities, they can promote emotional and social growth of our service users.
- **Communicators:** They have excellent communication and public speaking skills that enable them to share their talents with others in an informative and/or entertaining way.
- **Positive Impact:** Activity Coordinators keen to use their skills to influence positive change and growth in others. They want to impart their knowledge, entertain and enhance life experiences of others. They are also there to ensure that our service users have positive and beneficial experiences when engaging with our support services.

Responsibilities and duties

- Running regular activity classes or workshops.
- Working in one to one or group settings.
- Providing an opportunity for service users to engage in social activities.
- Engage in general conversation with service users.

Support and training

- Volunteers will have a designated member of staff as their back up support.
- Volunteers will receive regular one to one support to minimise the risk of secondary trauma and to discuss any concerns. This can be tailored to suit your individual needs (over coffee, phone call, in person etc.).
- Support is available via an "open door policy"; scheduled catchups will also be provided.
- Comprehensive volunteer training will be provided and updated appropriately.