



'Time For Me' Admin Volunteer Role Description

Responsible To	Volunteer & Training Coordinator
Purpose of Role	<p>Carers of East Lothian were awarded a grant from the Scottish Government, for the purpose of increasing the range and choice of breaks from caring opportunities for unpaid carers. This grant enabled CoEL to set up the Carers of East Lothian 'Time for Me' Fund, offering individual grants with an average amount of £300 (varies according to individual needs and circumstances) to carers across East Lothian who are in need of financial help to support them to get a break from their caring situation.</p> <p>The aims of the fund are that:</p> <ol style="list-style-type: none"> 1. Carers will have more opportunities to enjoy a life alongside their caring role 2. Carers will feel better supported to sustain their caring role 3. Carers and the people they care for will have improved wellbeing <p>We're seeking a volunteer to help with the administration of this programme and support the lead worker on the project (Building Better Breaks Development Worker). This is a lovely opportunity to connect with carers and have a positive impact on their wellbeing.</p> <p>This voluntary role involves a commitment of half a day a week on a regular day/time each week. Ideally, this would be on Monday AM, Monday PM, or Wednesday AM, but if you are interested in this role and cannot commit to those days, please do still get in touch.</p> <p>The volunteering will take place at the CoEL office, East Lothian Community Hospital, Haddington, with the opportunity for flexible working arrangements after an initial training period.</p>
Responsibilities and Activities	<ul style="list-style-type: none"> • To conduct telephone reviews with individual carers who have received a grant through the programme to establish the impact of the grant. • To ask a series of pre-set questions of grant recipients, but allow them to express themselves about their experience of the break that the grant enabled. • To reschedule appointments with carers if the time is no longer appropriate and to keep track of and follow up with the rescheduled appointment. • To support carers who would prefer to send written feedback to do this using a Microsoft form. • To support grant recipients to provide CoEL with evidence of grant expenditure (e.g. receipts) and upload these to the organisational database (full training and support will be provided). • To record feedback received and input this feedback into the organisational database.

	<ul style="list-style-type: none"> • To meet regularly with the Building Better Breaks Development Worker to share progress and troubleshoot any challenges.
Skills and Experience Required	<ul style="list-style-type: none"> • Good listening and communication skills. • Ability to ask open and closed questions. • A good level of IT skill. • Confidence communicating with carers over the telephone. • Good organisational skills. • Ability to manage time well. • Confidence to use Microsoft Teams to communicate with Building Better Breaks Development Worker (full training and support will be provided). • Ability to input information into a database (full training and support will be provided).
Person Specification	<ul style="list-style-type: none"> • A genuine interest in improving the support offered to carers in the local area. • A basic understanding of the potential ways in which caring for someone with a disability, health condition or addiction can impact a person. • A non-judgemental, compassionate attitude towards others. • The ability to prioritise other people's needs. • Absolute respect for carers' confidentiality. • Ability to maintain boundaries and seek help and support where needed. • Volunteers must be over 18. • Ability to commit to a regular half day per week. • Ability to travel to East Lothian Community Hospital, Haddington.
What We Can Offer	<ul style="list-style-type: none"> • The opportunity to become part of a friendly and dedicated team of staff and volunteers. • The ability to make a real difference to unpaid carers across East Lothian. • The chance to develop skills and experience in administration, listening and support. • Full induction and training, and ongoing support from a nominated supervisor • Travel and other relevant expenses. • References for future employment or volunteering (if desired). <p>Carers of East Lothian is a disability-confident organisation and carer-positive employer. We welcome applications from volunteers with disabilities and will make reasonable adjustments to enable you to fulfil your volunteering role, and aim to be flexible and take into consideration other responsibilities and commitments. Please talk to us about how we can support you.</p>
Contact	<p>Catherine Cain (Volunteer & Training Coordinator) catherine.cain@coel.org.uk / centre@coel.org.uk</p>