

Example Job Description

Volunteer



Grade:	Volunteer
Flexible:	Flexible 1 Day (minimum) per week
Location:	Placement to be agreed
Purpose:	To provide support, guidance and advice to clients

- A DBS check is required for this role -

RESPONSIBILITIES - JOB DESCRIPTION

1. To meet clients and develop an action plan
2. To complete action plan paperwork
3. To discuss other support needs and signpost if required to other agencies.
4. To complete action plans around the support required and make sure that the targets/goals are reached where possible
5. To build relationships with other agencies
6. To provide mentoring for the client in a positive manner
7. To support placement to help client reach specific goals
8. To follow all health and safety policies and procedures as instructed by the placement
9. To work alongside all other agencies to build professional relationships and to look at additional support from other agencies
10. To liaise with and keep informed the Peer Advisor Coordinator and keep good working practices when sharing information

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PERSON SPECIFICATION

1. Have or willing to work towards the Information, Advice and Guidance level 3 qualification
2. Ability to write reports and action plans (training given)
3. Able to work on own initiative and to follow instructions when required
4. An understanding of the issues faced by the clients
5. An understanding of providing support, advocacy, advice and guidance and the ability to communicate this knowledge in a variety of ways
6. Ability to calculate risk and implement safety procedures when engaging with clients.
7. Good written and communication skills, including advocacy and form filling
8. Be willing to undergo training for the role of Peer Advisor, this will include: Level 3 certificate in Advice and Guidance, policies and procedures induction, and additional specialist sessions appropriate to placement