



## Volunteer Role Description

<b>Role</b>	Friendship and Conversation Volunteer (with Women's Conversation Space – Lunch Club)
<b>Purpose</b>	To offer New Scots an opportunity to connect with others, build friendships, learn making dishes from various cultures and to practise English.
<b>Specific Tasks</b>	<ul style="list-style-type: none"> <li>• Meeting and greeting members as they arrive for the activity</li> <li>• Supporting members with food preparation</li> <li>• Offering an opportunity to practise English in a relaxed, informal environment</li> <li>• Helping with setting up an activity and with tidying up</li> <li>• Attending and contributing to debriefs after each session to identify concerns, successes and areas for development in terms of our delivery of sessions</li> </ul>
<b>Skills and Qualities</b>	General awareness of food and hygiene, commitment to inclusive working, interest in supporting others, good listening and interpersonal skills, patience, reliability and flexibility, respect for other cultures, interest in developing your skills and reflecting on experiences. Interest in food and cooking is a bonus
<b>Support and Training</b>	<ul style="list-style-type: none"> <li>• Introduction to the Women's Conversation Space</li> <li>• Introduction to tasks related to the role</li> <li>• Introduction to food and hygiene good practice</li> <li>• The Welcoming Friendship Group Facilitator can be contacted to discuss any group support needs or queries.</li> <li>• Volunteer review meeting</li> </ul>
<b>Expectations</b>	<ul style="list-style-type: none"> <li>• Report any issues in a timely and appropriate manner to the Welcoming Friendship Group Facilitator</li> <li>• Respond to communication with the group's Facilitator regarding attendance</li> </ul>
<b>Commitment</b>	<p>We are seeking volunteers who can commit once a week for 7 weeks to join the Women's Conversation Space Lunch Club on:</p> <ul style="list-style-type: none"> <li>- Thursdays from 9.30 am – 1 pm</li> </ul>

	The women's conversation space lunch club will be run from November 3rd until December 15 <sup>th</sup> (7 weeks)
<b>Location</b>	Salvation Army, 431 Gorgie Road, Edinburgh EH11 2RT
<b>Disclosure / PVG check</b>	Not required
<b>Supervisor &amp; contact details</b>	Gosia Kowalewska, Friendship Group Facilitator <a href="mailto:gosia@thewelcoming.org">gosia@thewelcoming.org</a>
<b>Role Description Updated</b>	October 2022