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**Role Description of an Armed Forces Project Volunteer**

Volunteers with Community Links play a key role in supporting people who use our services. Volunteers are in a position of trust as they establish a one to one relationship with a service user.

In working with the service user the volunteer will provide a supportive relationship that enables the person to build their sense of self-worth, their confidence and skills. Through involvement in a wide range of activities, the volunteer may be in a position to support them to achieve their goals and move forward positively.

The role of a volunteer is a consciously undertaken responsibility by an individual, who has gone through a process of recruitment, selection and training. Their work is monitored, supported and supervised within the policy framework and guidelines of the organisation.

The aim of this project is to help ex-military service personnel to connect to relevant services, events and support networks within the Kirklees area. This could be achieved by supporting group activities; using your skills and knowledge to promote and support the transition into civilian life; and supporting the development of the Armed Forces project by assisting in setting up future peer led groups, tailored to the needs of ex-armed forces personnel.

**Principle Tasks**

* The tasks undertaken by a volunteer will vary depending upon the needs of the individual(s) they are supporting and that of the service, but will at all times be governed by the policies and procedures operated by the organisation.
* The following list provides the range of tasks and the approach to be adopted by a volunteer:
* To develop and promote a positive relationship with the person(s) with whom the volunteer is matched. 
* To develop trust and consistency.
* To establish and maintain appropriate boundaries in a befriending relationship
* To agree with the person(s) the types of activities they wish to undertake, ensuring that these comply with safety requirements which could include:
* accessing activities and workshops within the clear service
* accessing other services/organisations outside of the clear service
* Clarifying times and dates when an appointment will take place.
* To provide input which acknowledges a persons’ right to make decisions for themselves, which is non-judgmental and supports the individual to achieve their goals.
* To be consistent and dependable when working with a person.
* To recognise that the relationship with the person may be challenging due to the needs and circumstances of the person and being realistic about what can be achieved in your relationship with them.
* Exploring other areas which encourages and enhances the clients well being and recovery.
* To agree to abide by the confidentiality policy and the other policies and procedures of the service.
* To work in conjunction with the Coordinator of the clear service to provide a quality service, by participating in support and supervision sessions with the Co‐ordinator, referring concerns about the person where appropriate and completing monitoring forms.
* To offer an accepting and understanding presence and work within a non‐discriminatory framework.