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|  | Carer Events Volunteer  Role Description |
| Responsible To | Volunteer & Training Coordinator |
| Purpose of Post | Carers of East Lothian are seeking to recruit volunteers to help to organise and facilitate the range of events, training and workshops we offer to carers throughout the year.  This programme of events and training aims to increase carers’ confidence in their caring role, to encourage engagement in peer support, and to provide an opportunity to take part in enjoyable activities for some welcome respite. With the help of volunteers we hope to be able to expand our reach and the range of events and workshops we can provide. |
| Responsibilities and Activities | * To help in the organisation of carer events across the year, with a particular focus on activities over Carers Week * To attend and facilitate carer events, including setting up and clearing down, meeting and greeting, and supporting attendees to take part in the planned activity * To represent Carers of East Lothian and provide administrative support at both externally and internally-led workshops and training * Working with the Volunteer & Training Coordinator or relevant member of staff to develop ideas for future training and events * This role will be on an ad hoc basis, with no minimum time requirement – we ask only that you offer the time you’re able to and are available for the required induction and training |
| Skills and Experience Required | * Strong planning and organisational ability * Good communication skills * No direct prior experience necessary, but a willingness to learn and develop skills is essential |
| Person Specification | * A genuine interest in improving the support and opportunities offered to carers in the local area * A warm and friendly attitude towards others * A willingness to work as part of a team * Volunteers must be over 18 |
| What We Can Offer | * 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 * Involvement in new and enjoyable experiences, developing skills along the way * Full induction and training, and ongoing support from a nominated supervisor * Travel and other relevant expenses * References for future employment or volunteering (if desired)   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. |
| Contact | Hilary Smyth (Volunteer and Training Coordinator)  **hilarys@coel.org.uk** / [**centre@coel.org.uk**](mailto:centre@coel.org.uk) |