



Volunteer Befriender Role Description

Your tasks as a volunteer are as follows:-

- Visit your client on a regular basis as agreed, spending 1 ½ to 2 hours with them
- Report back to Volunteer Link any issues or concerns that you have relating to your client
- Inform your client and the Volunteer Link office if you can't make your meeting with a client
- Complete and return monthly monitoring reports and expenses forms within the time limit specified
- Attend a Volunteer Review meeting with a Volunteer Link Co-ordinator 6 months after you commence volunteering and annually thereafter
- Attend further Volunteer Link training courses where possible
- Each month, as part of your monthly monitoring report to either claim expenses, donate expenses back to Volunteer Link or declare that you have not incurred expenses
- To carry out your volunteering within the ethos of Volunteer Link at all times

The abilities we seek in a volunteer are:-

- To have good listening and communication skills
- To be non-judgmental in your attitude towards clients
- To ensure that you are reliable and punctual when visiting clients and returning your monthly monitoring forms
- To be conscientious with your volunteering and any follow up required for clients
- Understanding and empathy for a vulnerable client group
- Ability to work alone and cope well in one-to-one situations
- Understanding of and willingness to work within the Volunteer Link framework including following policies and procedures