



Volunteer Role Description

Thank you for your interest in volunteering with Age Scotland! Please see below an outline of the role and what it involves. If you have any questions, please feel free to get in touch on **0333 32 32 400** or email: volunteering@agescotland.org.uk

Volunteer Role Title:	Community Researcher
Department:	Friendship Services (Home-based with opportunities to volunteer at the Edinburgh office if appropriate).
Job title of volunteer supervisor:	Friendship Supervisor
Purpose of the role:	To support older adults, their families, friends and carers across Scotland by researching organisations that offer friendship, social activities, health and fitness groups and events.
Time Commitment:	2-3 hours per week for a minimum for 6 months. Your volunteering can be arranged for mutual convenience; anytime Monday to Friday, 9am - 5pm.
Duties:	<ul style="list-style-type: none"> ▪ Researching social opportunities across Scotland. ▪ Contacting organisations by phone/email to confirm details. ▪ Updating the Community Connecting database.
Required Skills and Abilities:	<ul style="list-style-type: none"> ▪ Can research effectively. ▪ Good written and verbal communication. ▪ Have a good understanding and knowledge of I.T. ▪ Have the ability to volunteer independently. ▪ Aged 18 years or over. ▪ Can commit to 2-3 hours per week for a minimum of six months.
Required I.T (Home-based)	<ul style="list-style-type: none"> ▪ A laptop/computer/tablet. ▪ Headphones for laptop/computer/tablet. ▪ Access to the internet. <p>Our call centre can also be accessed on an android or iOS device. If you have any questions about the required I.T for the role, please feel free to get in touch.</p>
Training and Support:	<p>If successful, you will be invited to an online training session which will cover the work of Age Scotland, policies and procedures and your role as volunteer.</p> <p>Other training (optional) includes: in-house dementia awareness and older veterans training, general call handling and researching.</p>



	<p>You will have weekly/bi-weekly ongoing support provided by your Volunteer Supervisor.</p>
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	<p>One month after commencement of volunteering for Age Scotland, a review session will be arranged to see whether the role is meeting your expectations and the needs of Age Scotland, and to consider alternative volunteering opportunities if necessary.</p>
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Thank you for taking the time to consider this role. If you have any questions, please call **0333 32 32 400** or email: volunteering@agescotland.org.uk

We hope to hear from you soon!