

VOLUNTEERING POST DESCRIPTOR



Title	Volunteer Tutor (Literacies) Ref No:
Location	Various community centre or libraries, throughout East Ayrshire, time and location by negotiation
Age Limits	16+, no upper limit
Dress Code	Smart casual
Times/ Days	Minimum 1hr a week, depending on learner/ availability. Can be daytime, evening or weekends depending on need.
PVG/Basic Disclosure Required	<p>PVG Children</p> <p>Regular teaching/instruction and supervising children.</p> <p>PVG Adults</p> <p>Targeted work regularly teaching, instructing, training and supervising adults with additional support needs/mental health needs/receiving a care service.</p>
Pre-entry Qualifications Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, detail	<ul style="list-style-type: none"> • Initial Volunteer Tutor Training Course -7 Sessions @2hrs • Protecting Vulnerable Groups Training • Dyslexia Awareness • SCQF Assessment • Big Book of Numbers • ICT
Team/ Section providing the opportunity	Adult Literacy and Learning Team – Essential Skills Service Contact Number: (01563) 573757
Post Duties and Responsibilities	<p>To support Essential Skills Service with the delivery and provision of literacies within East Ayrshire Area.</p> <p>Volunteers play a valuable and crucial role within the service, without their help and support the service would not be able to reach and work with as many literacy learners.</p> <p>Volunteers are supported by an Essential Skills Support Worker who offers ongoing support and guidance. Continuous professional development and regular support ensures that volunteers are kept updated on new developments, have access to develop new skills, share good</p>

practice and have good communication links with the service. Volunteers work with children, young people and targeted groups of protected adults either on a 1-1 basis or as part of a small group.

We ask all volunteers to:

- **Have time and enthusiasm for volunteering**
- **Understand the need for support and supervision**
- **Have the time to undertake ongoing training**
- **Be reliable**

East Ayrshire's Vibrant Communities service provides a range of services/support to community groups and individuals across East Ayrshire.

The services provided include

- **External funding**
- **Mobile skate park**
- **Community councils**
- **Working with parents and children**
- **Working with young people**
- **Working with older people**
- **Health information/classes**
- **IT classes**
- **Literacy and numeracy**
- **All ability sports activities and much more**

The wide range of services provided means we can offer a wide range of volunteering opportunities in a variety of settings and locations.

Training:

Prior to appointment, all volunteers will be required to undertake mandatory training in the following topics:

- **Protecting people**
- **Vibrant Communities overview**
- **Customer care and complaint handling**
- **Diversity and equality**

All of these courses will be undertaken on-line after registration as a Vibrant Communities volunteer is completed.

Induction training will be delivered by volunteer supervisor. CPI (Personal safety) and Manual Handling (objects) training will require to be completed within 6 months of appointment.

A wide range of further training opportunities are available to all volunteers, both post specific and general.