



## VOLUNTEER INFORMATION GUIDE

## OUR MISSION

*Fertility Network Scotland aims to continue being the leading charity across Scotland in the provision of a comprehensive support network for those facing fertility challenges at all stages of their journey, providing authoritative information as well as practical and emotional support.*

## OUR VISION

Around 1 in 6 couples today have trouble conceiving, which equates to 3.5 million people in the UK. The prospect of facing any kind of fertility problem is very distressing to live with and many people believe that no one else really understands.

We aim to ensure everyone can access the support they need, to be able to make some sense of how they feel, and hopefully ease that loneliness and isolation on both an emotional and practical level through a variety of ways.

## WELCOME

This guide has been produced to help ensure that your experience of volunteering for Fertility Network Scotland will be an enjoyable and rewarding one.

Many of our activities depend on our volunteers and we would not be able to function in the same way without the commitment of these special people dedicating their time, energy, understanding and knowledge.

Fertility Network Scotland acknowledges that volunteers play an integral part in ensuring service users feel more empowered, less isolated and supported through their journey. Everyone involved with the charity is supported in a way that helps us to continue achieving those standards.

Whatever your reason for volunteering, your efforts will have a direct impact on someone affected by fertility problems or to help prevent someone being affected in the future by fertility problems and for that we cannot thank you enough.

Through volunteering with the charity, we hope we can challenge and meet your expectations of volunteering. Our aim is to offer advice, support and information throughout the Scotland to everyone with fertility issues who needs us.

## VOLUNTEERING

### **WHAT IS VOLUNTEERING**

Volunteering is the commitment of time and energy, for the benefit of society, communities, individuals outside the immediate family, or other causes.

Voluntary activities are undertaken of a person's own free will, without payment, except for the reimbursement of out of pocket expenses.

Becoming a volunteer can help with gaining new skills and knowledge that can be transferrable into your personal and professional life.

## **THE BENEFITS OF VOLUNTEERING**

- Gaining new skills and knowledge
- Become part of a team
- Making new and lasting relationships
- Sharing experiences with others

## **WHAT YOU CAN EXPECT FROM US**

Fertility Network Scotland is committed to ensuring volunteers:

- Feel valued and respected
- Receive adequate support from the volunteer co-ordinator and Fertility Network Scotland staff
- Receive any out of pocket expenses agreed in advance, paid in accordance with charity policy
- Have the opportunity to change role or to take on more roles

## **MUTUAL EXPECTATIONS**

As a charity we are committed to making sure that all volunteers are confident and happy in their role by:

- Valuing and respecting our volunteers
- Providing relevant support including regular contact with the volunteer co-ordinator
- Providing safe systems for working
- Providing a defined description and explanation of volunteer roles and agreed time commitment

Commitment from volunteers would include:

- To be confidential and respect the trust put in you as a volunteer as well as any information you are given by a service user you may be working with
- To be reliable and commit to any agreed hours and roles
- To respect and abide by charity policies
- To participate in training when relevant to you
- To follow charity Health and Safety procedures

More details are available in our volunteer policies. Take the time to familiarise our policies and let us know if you have any questions. Please be comfortable with our policies and ensure you are committed to upholding them before you start your volunteer role.

## VOLUNTEERING ROLES

Becoming a volunteer with us can help service users in many different ways including helping them to feel less isolated and lonely through a variety of services we provide:

- Main Contact Volunteer - for those trying to become parents
- Support Group Volunteer - for those trying to become parents
- Local Contact Volunteer - for those facing the challenges of childlessness
- Media Volunteer
- Student Ambassador
- General Volunteer
- Fundraiser for the Charity

Volunteer roles are not exhaustive and any help and support in any area within the organisation is extremely valuable to the charity.

### VOLUNTEER ROLE DESCRIPTION

<b>Role:</b>	Main Contact - for those trying to become parents
<b>Reporting to:</b>	Volunteer Co-ordinator Fertility Network Scotland staff
<b>Brief Description of Role:</b>	To support the expansion of Fertility Network Scotland volunteer network in local area
<b>Brief Description of Tasks and Duties:</b>	<ul style="list-style-type: none"> <li>• Liaise with the volunteer co-ordinator to provide advice, information and peer support to local volunteers</li> <li>• Main point of contact for local problems or issues and pass to volunteer co-ordinator or head office when necessary</li> <li>• Promote our services and campaigns to people within the local community by distributing leaflets/posters, etc</li> <li>• Attend events to promote and/or fundraise for Fertility Network Scotland</li> <li>• Help organise and support our events in local area</li> <li>• Adhere to Fertility Network Scotland policies and procedures</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Reliability and trustworthiness</li> <li>• Knowledge of fertility issues</li> <li>• Ability to work as part of the team</li> <li>• Willingness to undertake induction training; attend events, work to guidelines and policies on Health &amp; Safety, confidentiality and equal opportunities</li> </ul>
<b>Training:</b>	Induction training and ongoing support
<b>Time Commitment:</b>	Flexible

## VOLUNTEER ROLE DESCRIPTION

<b>Role:</b>	Support Group Volunteer - for those trying to become parents
<b>Reporting to:</b>	Volunteer Co-ordinator Fertility Network Scotland staff
<b>Brief Description of Role:</b>	Co-ordinate and run a support group in local area for people experiencing fertility problems
<b>Brief Description of Tasks and Duties:</b>	As Support Group Volunteer you will take care of all aspects of the group including: <ul style="list-style-type: none"> <li>• Act as main contact for the group</li> <li>• Organise and maintain an email circulation list of attendees</li> <li>• Arrange speakers for group meetings</li> <li>• Organise room bookings</li> <li>• Organise social activities</li> <li>• Support and advise other group volunteers</li> <li>• Promote group in local area</li> <li>• Adhere to Fertility Network Scotland policies and procedures</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>• Good communication and leadership skills</li> <li>• Reliability and trustworthiness</li> <li>• Knowledge of fertility issues</li> <li>• The ability to work as part of the team</li> <li>• Motivated with good administrative and IT skills to help group operate at its best</li> <li>• Public speaking skills in order to comfortably address a group of people</li> <li>• Willingness to undertake induction training; attend events, work to guidelines and policies on Health &amp; Safety, confidentiality and equal opportunities</li> </ul>
<b>Training:</b>	Induction training and ongoing support
<b>Time Commitment:</b>	Flexible

## VOLUNTEER ROLE DESCRIPTION

<b>Role:</b>	Local Contact Volunteer - for those facing the challenges of childlessness
<b>Reporting to:</b>	Volunteer Co-ordinator Fertility Network Scotland staff
<b>Brief Description of Role:</b>	Co-ordinate and run a social group in the local area for people experiencing the challenges of childlessness
<b>Brief Description of Tasks and Duties:</b>	As Local Contact you will take care of all aspects of the group including: <ul style="list-style-type: none"><li>• Act as main contact for the group</li><li>• Organise and maintain an email circulation list of people within the group</li><li>• Organise social activities or informal gatherings</li><li>• Offer peer to peer support and friendship</li><li>• Promote the group in local area</li><li>• Liaise with the volunteer co-ordinator who will connect you to people looking for support</li><li>• Adhere to Fertility Network Scotland policies and procedures</li></ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"><li>• Good communication and leadership skills</li><li>• Reliability and trustworthiness</li><li>• Knowledge of fertility issues</li><li>• The ability to work as part of the team</li><li>• Motivated with good administrative and IT skills to help group operate at its best</li><li>• Public speaking skills in order to comfortably address a group of people</li><li>• Willingness to undertake induction training; attend events, work to guidelines and policies on Health &amp; Safety, confidentiality and equal opportunities</li></ul>
<b>Training:</b>	Induction training and ongoing support
<b>Time Commitment:</b>	Flexible

## VOLUNTEER ROLE DESCRIPTION

<b>Role:</b>	General Volunteer
<b>Reporting to:</b>	Volunteer Co-ordinator Fertility Network Scotland staff
<b>Brief Description of Role:</b>	Promote the Fertility Network Scotland charity in local area and the services we provide
<b>Brief Description of Tasks and Duties:</b>	<ul style="list-style-type: none"><li>• Distribute Fertility Network Scotland leaflets/posters in local area including GP clinics, libraries, community centres, etc</li><li>• Participate in fundraising events</li><li>• Adhere to Fertility Network UK policies and procedures</li></ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"><li>• Good communication skills</li><li>• Reliability and trustworthiness</li><li>• Knowledge of fertility issues</li><li>• The ability to work as part of the team</li><li>• Willingness to undertake induction training; attend events, work to guidelines and policies on Health &amp; Safety, confidentiality and equal opportunities</li></ul>
<b>Support:</b>	Ongoing contact with the volunteer co-ordinator
<b>Time Commitment:</b>	Flexible

## VOLUNTEER ROLE DESCRIPTION

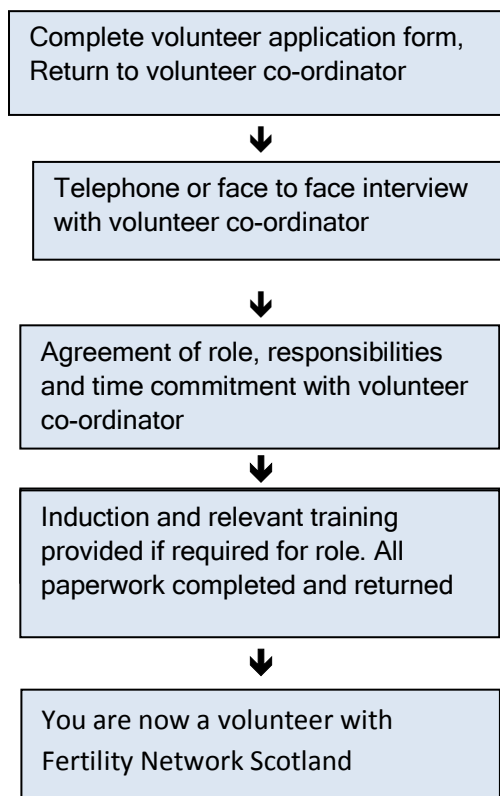
<b>Role:</b>	Volunteer Student Ambassador
<b>Reporting to:</b>	Volunteer Co-ordinator Fertility Network Scotland staff
<b>Brief Description of Role:</b>	An opportunity to represent and raise awareness of Fertility Network Scotland within your place of education
<b>Brief Description of Tasks and Duties:</b>	<ul style="list-style-type: none"><li>• Promote the charity by displaying posters and leaflets in local area</li><li>• Highlight our campaigns and projects to fellow students including through social media</li><li>• Assist Fertility Network Scotland staff at events such as Freshers' Week</li><li>• Adhere to Fertility Network Scotland policies and procedures</li></ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"><li>• Good communication skills</li><li>• Reliability and trustworthiness</li><li>• The ability to work as part of the team</li><li>• Motivated with good administrative, social networking and IT skills</li><li>• Public speaking skills in order to comfortably address teachers, students and members of the public</li><li>• Willingness to undertake induction training; attend events, work to guidelines and policies on Health &amp; Safety, confidentiality and equal opportunities</li></ul>
<b>Benefits of being a Student Ambassador:</b>	<ul style="list-style-type: none"><li>• Meeting and working with new people</li><li>• Learning new skills which would benefit future applications to further education or employment while having fun</li><li>• Gaining experience of event participation, fundraising and the charity sector in general</li><li>• Knowledge that your support will help people in Scotland experiencing fertility problems</li></ul>
<b>Support:</b>	Ongoing contact with the volunteer co-ordinator
<b>Time Commitment:</b>	Flexible during academic year



## THE NEXT STEP

Once you have read through this pack and have had any questions answered by our volunteer co-ordinator, we hope you will be interested in joining our volunteer team.

The application process is shown in the diagram below



## THANK YOU!

We would like to take this opportunity to thank you again for expressing an interest in becoming a volunteer for Fertility Network Scotland. We look forward to welcoming you to the team.

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