



## **Volunteer Crafts Assistant - Role Description**

**Location: Norton Park, 57 Albion Road, Edinburgh EH7 5QY**

**Days/Times: Thursdays 10.15am to 12.45pm and/or Fridays 10.15am to 12.45pm**

### **Background**

Ecas is an Edinburgh based charity and was established over a hundred years ago. The charity works to improve the quality of life of physically disabled people in the Edinburgh and Lothians area: promoting equality, choice and participation through our activities, befriending service and grants. Provision of activities for physically disabled adults is one of Ecas' core aims. Groups are likely to be of mixed ability and to have varied physical disabilities.

### **The Role**

The broad objective of the role is to assist the Crafts Group Leader with smooth running of the weekly crafts classes. We currently have volunteer opportunities in both craft groups on a Thursday and Friday. The role will involve the volunteer in undertaking a variety of tasks, including one-to-one support to participants who are adults with physical disabilities and building an ongoing supportive relationship with them. Both groups are lovely and vibrant and love to be creative.

**Note:** Ecas does not provide personal care to participants and volunteers are not to provide this under any circumstances. Participants requiring personal care bring their own assistants/carers with them.

### **Main Duties**

- To welcome and assist participants as they arrive and depart.
- To assist the Group Leader to prepare fully for each class (materials, room layout etc.) and ensure that materials are cleaned and tidied away neatly after the class.
- To prepare, serve and clear up tea, coffee and biscuits etc. at times agreed with the Group Leader.
- To provide one to one support to participants with their individual projects.
- Encourage sharing of ideas and helping develop new projects in conjunction with the Group Leader.
- Commit to an agreed schedule of attendance.

### **Person Specification**

- To be able to listen and communicate well with the participants and Ecas staff
- Able to relate well with the participants.
- To be reliable and punctual.

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### **Key skills**

- Good interpersonal skills, combined with an interest and knowledge of different craft styles and techniques.
- Ability to maintain confidentiality and adherence to Ecas' Data Protection policies and guidelines.
- Strong belief in equality of opportunities.

### **Support and Supervision**

The volunteer will be supported by and work under the supervision of the Group Leader and Administrator.

### **Travel Expenses**

Volunteers will be reimbursed for any reasonable travel expenses incurred to fulfil their role with Ecas, normally for the cheapest mode of travel.

### **Application process**

To apply please send your C.V. with the names of two referees. Please also send a covering letter (preferably 1 side, but maximum 2 sides, of A4 with minimum 11 font) about how you meet the skills and experience required, and why you would like to volunteer for the role. Referees will not be contacted until an offer has been made and accepted.

Completing the Equal Opportunities Monitoring Form is voluntary and will be used for analysis purposes only. The information supplied will be kept confidential.

We value diversity, promote equality and encourage applications from people of all backgrounds. The role is subject to membership of the Protection of Vulnerable Groups (PVG) scheme.

For more details, please visit our website <https://www.ecas.scot/about/vacancies/>

Download our annual report [here](#).

If you would like to discuss the opportunity, please contact Janice Todd, Administrator or Ally Irvine, Chief Executive. Tel: 07500 221 618/0131 475 2344. Email: [hello@ecas.scot](mailto:hello@ecas.scot)

**Applications should be sent FAO:** Janice Todd Email: [hello@ecas.scot](mailto:hello@ecas.scot)

We look forward to hearing from you.

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