



Pitstop Clinics Volunteer Role Description

The time required for this volunteering opportunity is:

Approximately 3 hours every week on Wednesday evening or Saturday morning

Initial training commitment:

Initially 2 x 3 hour training sessions within the first month including project background and overview, HIV prevention and support knowledge and group facilitation techniques.

Description of Role – Your main duties will be to welcome patients to our clinics, work with staff to help run the clinics and provide information, resources, assistance and support where needed.

You will undertake and/or assist in the following duties:

- Welcome patients attending the Pitstop clinics
- Work with healthcare staff to ensure the smooth running of the clinics
- Provide information, resources, assistance and support as appropriate
- Act as a public point of contact for METRO Charity
- Negotiate with staff and volunteers to make appropriate referrals where necessary
- Help with monitoring and evaluation of the clinics
- Input data for the clinics
- Collate Zap packs for distribution
- Participate in monthly outreach team meetings
- Attend regular supervision
- Assist in the development of the Pitstop work and its resources
- Work within METRO's principles and frameworks.
- Adhere to and promote METRO's Equal Opportunities policy
- Adhere and work to METRO's agreed policies regarding confidentiality, operational policy, Information Governance etc.

The following skills, experience and/or qualifications required for this opportunity are (E)ssential or (D)esirable:

- Strong personal experience of lesbian, gay and bisexual (men who have sex with men & women who have sex with women) issues/lifestyles (E)
- Professional non-judgemental approach to LGBT issues (E)
- Strong personal experience of Romanian Gay & Bisexual (men who have sex with men) men's issues/lifestyles (E)
- Excellent listening skills (E)
- Excellent communication skills (E)
- Willingness to attend regular supervision (E)
- Willingness to attend all training as required (E)
- Reliable and punctual (E)
- Good sexual health and HIV awareness (D)
- Experience of working in a diverse community (D)
- Experience working in a team (D)

The areas of interest and types of activity which best fit the voluntary opportunity on offer are:

X	Area Of Interest	X	Type of Activity
	Animals		Administration
	Art and Culture	X	Advice work
	Children		Architecture and building work
	Disability		Art
	Disaster relief		Befriending
	Domestic violence		Business and management
	Drugs and addiction		Campaigning and lobbying
	Education and literacy		Caring
	Elderly		Catering
	Employment	X	Community Work
	Environment		Computers and technology
	Families	X	Counselling
X	Gay, Lesbian, Bi and Transgender		Driving
X	Health, hospitals and hospices		Entertainment
	Heritage		Finance work
	Homeless and housing		Fundraising
	Human and Civil rights		Hostel work
	International aid		Languages
	Legal Aid and Justice		Legal work
X	Mental Health	X	Marketing PR and Media
	Mentoring		Music
	Millennium Volunteers		Practical work & DIY
	Museums		Retail & Charity shops
	Music		Teaching and training
	Politics		Board of Trustees/ Management Committee

	Prisoners and ex-offenders		Under 16 volunteering
X	Race and Ethnicity and Refugees		
	Religion		
	Sport and outdoor activities		
X	Women's Groups		
	Youth		

The volunteer recruitment and selection procedures used are:

Application form	X	Police checks/DBS Disclosure	X
Induction	X	References	X
Formal interview	X	Trial period	X

Age/gender restrictions	Volunteers must be over 18.
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The following conditions apply to this volunteering opportunity:

Details of out of pocket expenses provided for this volunteering opportunity	<i>Travel expenses paid for all volunteers. Meal expenses for sessions 4 hours plus. Receipts must be provided.</i>
Details of induction, supervision and support offered to volunteers	<i>Full induction on health and safety, confidentiality, diversity and sexual health/HIV knowledge. Volunteers must attend regular supervision as agreed.</i>
Details of what insurance is provided for volunteers both on and off the premises	<i>Volunteers are covered under our "Employers Liability Insurance" whilst representing METRO Charity on or off the premises.</i>
Details about any training offered to volunteers, both informal and/or any accredited training	<i>Volunteers must complete additional training sessions on a range of relevant topics.</i>

Volunteers with Additional Support Needs

METRO is committed to equality of opportunity and diversity to those in the community with Additional Support Needs such as learning difficulties, mental health issues, physical disabilities and long term illnesses.

METRO understands that involving volunteers with Additional Support Needs is dependent on the level of support required and the organisation's ability to meet these needs.

Signed:	Date: 26/04/2018
Name: Jackie Foley	Position in Partnership: Clinical Projects Manager
Contact Telephone Number: 020 8305 5000	Email: jackie@metrocharity.org.uk