

# SAMARITANS OF STOCKPORT AND DISTRICT OUTREACH OFFICER (SUPPORT VOLUNTEER)

SAMARITANS

Stockport & District

**Main Purpose of the Role:** To support the Director in all aspects of Outreach in accordance with the Branch Constitution, the Vision, Mission and Values and Policies and Procedures of Samaritans.

## Position and Support in the Organisation:

**Accountable to:** Branch Director  
**Accountable for:** Community Outreach  
**Reporting to:** Branch Leadership Team  
**Works with:** Branch Volunteers

## Key Responsibilities:

- ✓ Lead the Outreach Team
- ✓ To be involved in the development of Outreach policy and planning for the Branch
- ✓ To take responsibility for specific tasks relating to Outreach,
- ✓ To maintain overview, coordinate and monitor all aspects of Outreach within the branch, including external events, school visits, talks to groups, open evenings etc., by:
  - Establishing and supporting an Outreach team and liaising with branch trainers to ensure that team members are sufficiently trained for their role.
  - Co-ordinating regular team meetings to plan Outreach activity to raise awareness of Samaritans, including attendance at external events.
  - Establishing a yearly calendar of Outreach events.
  - Arranging and overseeing the content and running of Outreach activities.
  - Ensuring all Outreach activities are consistent with current recommended practices and mandatory requirements.
  - Compiling the Outreach budget for submission to the branch Committee.
  - Representing the branch at regional and centrally organised meetings and training events as required.
  - Produce a risk assessment for outreach activities where necessary.

## Qualities & Experience:

- ✓ Community Outreach experience essential/desirable
- ✓ Enthusiastic and committed.
- ✓ Friendly and approachable.
- ✓ Willing to learn about our mission and values.
- ✓ Able to manage people and delegated tasks.
- ✓ Able to work as part of a team.
- ✓ Able to communicate with a wide range of people.

## Appointment and Timescales:

- ✓ Usually for three years but can be negotiated.

## Location, Travel and Expenses:

- ✓ Based between home and the Branch.
- ✓ Out of pocket expenses related to the role will be reimbursed in line with the Expenses Policy

## Benefits:

Date: 11/7/2023

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- ✓ Opportunity to positively affect the work of Samaritans.
- ✓ Opportunity to share skills, knowledge, and expertise.
- ✓ Personal development and training.

**Recruitment and Selection Process:** The post will be advertised. All interested applicants will be invited to an Informal Chat with the Branch Director

Stage One: The Informal Chat: This is a pre-screening approach. Used to build rapport with the applicant and an opportunity to get to know each other. More relaxed and informal, an opportunity for the applicant to find out more about the role and to share hobbies and general life interests.

- ✓ 30minutes via Zoom with Lynn the Branch Director
- ✓ Brief overview of the Branch
- ✓ Interview dates provided.
- ✓ DBS process required.
- ✓ Training for the role required.

## Questions

1. Please can you tell me a bit about yourself?
2. What is your favourite thing about the voluntary sector?
3. What inspired you to apply for this role?

Stage Two: Apply via the Branch Management Tool: The Support Volunteer Application Form will then be available in the BMT, and the interview date sent to the applicant.

Stage Three: A competency Based Interview in the Branch: With the Branch Director and another member of the Branch Leadership Team.