



Looking for a life-enriching experience this summer?



corrymeela
Horizons
Programme



We're looking for volunteers during the summer who can assist our teams as they warmly welcome groups and deliver excellent programmes at our beautiful Ballycastle Centre.



We're looking for applicants with

- emotional resilience, maturity, energy and a sense of responsibility
- who want to make a difference in other people's lives and have a strong sense of social justice
- who can show up and give their best, even on the hard days
- who are ready to learn and grow

*This opportunity is only open to people who don't require a UK visa
(There isn't time to apply for visa under current regulations)*

Applicants must be willing and able to volunteer for at least 4 weeks

Applicants must be 18 years old or over to apply.



We are recruiting for two different volunteer roles:

1.

Programme Support Volunteers

2.

Centre Support Volunteer



1. Programme Support Volunteers



1.

Programme support volunteers

As a programme support volunteer you will:

- Assist and support our staff in providing a warm welcome, efficient registration and excellent hospitality for groups
- Assist staff, facilitators and group leaders in delivering high quality programmes
- Organise meetings, take notes and provide administrative support as required
- Attend team meetings, participate in training and take part in the rhythms of shared life

We are looking for programme support volunteers who have the following essential values, skills and experience:

- A commitment to our mission of living well together
- Excellent interpersonal skills to work with a team
- Experience in working with people from a wide range of backgrounds, communities, and cultures
- Experience of working or volunteering with individuals and groups
- An ability to work on your own initiative and learn from experience



2.

Centre Support Volunteer



1.

Centre Support Volunteer

As a Centre support volunteer you will:

- Extend a warm welcome to guests when they arrive and practice excellent hospitality
- Be part of a team and support the efficient running of the centre
- Complete daily operational tasks in a timely and efficient manner
- Ensure high standards are maintained in relation to health and safety and hygiene
- Be a part of the emergency response team for fire procedures
- Support centre security, which includes key-holding duties and locking up at night when on call
- General administration duties as required
- Hosting site visits and tours



We are looking for Centre Support volunteer who have the following essential values, knowledge and skills:

- The ability to demonstrate a commitment to the ethos, values, and mission of Corrymeela
- The ability to offer a warm welcome to guests, and make light conversation with people from a wide range of cultures and backgrounds
- The ability to provide an excellent experience for our guests
- The ability to manage your own workplans and tasks, and work efficiently to a schedule on your own and as part of a team.
- The ability to have difficult conversations well, offering and receiving constructive feedback
- A willingness to step in when necessary and occasionally performing duties outside the role
- A willingness to live and work in a residential centre and participate in community life
- An ability to work on your own initiative and learn from experience



Your commitment:

**In choosing to Volunteer with Corrymeela,
you commit to:**

- Working well with volunteers and staff
- Understanding and developing awareness of working well through conflict
- Supporting your peers and colleagues
- Helping to ensure we create safe spaces



Important Terms & Conditions

Flexible Working Patterns

As the nature of the work Corrymeela carries out is unpredictable and varied, all staff and volunteers are required to be flexible to meet the needs of the organisation. Evening and weekend work will form a part of the rhythm of weekly duties. We expect you to be a full-time volunteer. It is important that volunteers make good use of their time off and you are encouraged to spend some time away from the centre when you have the opportunity. Corrymeela will encourage volunteers not to take up part-time work or volunteering with any other organisation. We will agree a rhythm of regular work time and revisit the schedule during support sessions to ensure volunteers well-being.

Details

This is a volunteer role that contributes to Corrymeela's mission in a way that can't be delivered by a paid post. Volunteers do not receive any payment from The Corrymeela Community during their time with us. However, food and accommodation are provided and essential expenses are reimbursed.

Safeguarding

It is in the nature of the work carried out by Corrymeela that staff and volunteers will become aware of sensitive and confidential information. It is crucial that this information is held in the strictest confidence within the context of Corrymeela's policies and procedures. Failure to do so will be viewed as Gross Misconduct and will be subject to the appropriate levels of disciplinary procedures. We require all staff and volunteers to work according to Corrymeela's Safeguarding Policy. Offers of voluntary work are subject to a background check.



Important Terms & Conditions cont.

Statement on Confidentiality

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Employment of Ex-Offenders

Corrymeela has a policy on the recruitment of ex-offenders. A criminal record will not necessarily debar anyone from being offered a voluntary placement.

This Role Outline will be subject to review in the light of changing circumstances and is not intended to be a rigid and definitive outline, but should be regarded as providing guidelines of essential tasks and duties. Other duties of a similar and appropriate nature may be assigned from time to time. It is important to note that responsibilities may change to meet the evolving needs of the services that the charity provides.



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Together is better

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