

# corrymeela

<b>Role Description:</b>	Mid-Term Volunteer (3-6 months)
<b>Reports to:</b>	Chaplain
<b>Location:</b>	Residential at the Ballycastle Centre

## **Introduction**

The Corrymeela Community is an ecumenical Christian Community committed to the work of reconciliation both locally and internationally. In 1965, the Reverend Ray Davey and a group of students from Queens University established a residential centre in Ballycastle where people of all faiths, political opinions and backgrounds could come together to meet and learn from each other. When the Troubles broke out, Corrymeela responded by offering respite in the new Centre for all kinds and conditions of people, eventually developing programmes and a network of Community members throughout Northern Ireland.

The Community now has a membership of over 160 persons and a global network of 5000 Friends. Many of the Corrymeela Community members continue to have significant involvement in the work of the Ballycastle centre, along with living out the Corrymeela ethos in their day-to-day lives. Corrymeela also employs approximately 30 staff and over 50 volunteers from across the globe on an annual basis. Their role is to offer hospitality and support programmes of respite, encounter, dialogue and reflective learning to the over 11,000 visitors that come through the Centre each year.

The Corrymeela Community has identified four key programme areas of work for prioritisation over the next three years:

- Sectarianism
- Marginalisation
- Legacies of Conflict
- Public Theology

At the core of our programme is the commitment to work for reconciliation and social justice. Whilst a main thrust of our work remains focused on programmes at the Ballycastle centre, we are also actively engaged in a wide range for community-based programmes across the education, youth, community and faith based sectors throughout Northern Ireland, the UK, and other international locations. For more information on the work of Corrymeela, visit [www.corrymeela.org](http://www.corrymeela.org)

## **Overall Purpose:**

The role of the mid-term volunteer at Corrymeela is to join a lived community at Corrymeela Ballycastle and support volunteers and staff in the practicalities of hosting individuals and groups who visit the centre. Volunteers support our housekeeping, kitchen, reception, programme and maintenance departments. Volunteering at Corrymeela means being part of our intentional ethos of living and working well together, and living out our mission of **Transforming Division through Human Encounter**.

## **Key Tasks:**

- 1. Commit to an environment of respect, dialogue, reflection, and problem solving.**
- 2. Participate in centre meetings, group activities, and the rhythms of our shared life.**
- 3. Aid programme staff, facilitators, and group leaders in programme design and delivery.**
- 4. Assist in kitchen, housekeeping, and hospitality duties.**

## **Programme Duties**

- To participate in any pre-residential meetings.
- To aid programme staff, facilitators, and group leaders in programme design and delivery. For example:
  - Leading ice-breakers
  - Leading out adventure learning exercises
  - Facilitating small group discussions
  - Leading arts and crafts sessions
  - Facilitating sessions for young people and children
- To ensure that visitors and groups share in a positive experience at meal times. We expect volunteers to dine and converse with the group participants.
- To encourage visitors and groups to assist in dining-room clean-up and the washing of dishes after meal times.
- To ensure that the spaces used by the group are clean, tidy, and ready for the arrival of the next group.
- To actively participate in and contribute to post-residential evaluation meetings.

## **Kitchen Duties**

- To assist the kitchen staff in the preparation and serving of two daily meals.
- To assist in the cleaning and maintenance of all kitchens at the centre.

## **Housekeeping Duties**

- To assist the housekeeping staff in the cleaning of bedroom units, dining area, and other public spaces.

## Hospitality Duties

- To be a welcoming presence to groups as they arrive – helping with luggage, assisting with centre orientation, registration, and bed plans.
- To assist in the preparation of tea/coffee breaks and meal set-up and clean up.
- To assist in the setting up and breaking down of group spaces.
- Evening supper preparation.

Note that you will spend most of your time in the four areas above, however occasionally we need volunteers to assist us in administration and marketing, reception, and maintenance and security. Volunteer training is provided and includes specific training for assisting with kitchen, housekeeping, administration, reception, and group work.

## Essential Criteria

1. Ability to demonstrate commitment to the ethos of Corrymeela and to communicate our vision, mission, core values, and principles.
2. Ability to interact and work with people from a range of ages, nationalities, cultures, and backgrounds.
3. Ability to work flexibly and effectively both in a team and independently.
4. Willingness and ability to perform duties in kitchen, housekeeping, and hospitality.
5. Ability to learn new tasks and ask for help when needed.
6. Ability to work accurately under pressure and to manage time effectively.
7. Ability to communicate effectively verbally and in writing.
8. Willingness to participate in difficult conversations sensitively, to have opinions challenged, and to seek reconciliation in broken relationships.

## Desirable skills/experience:

1. Experience of living in community.
2. Experience working with children and young people.
3. Experience of working with groups in a leadership role.

## Other Information

### Flight, Visa, and Healthcare Information

All volunteers from outside of the EEA or Switzerland are required to apply for and obtain a UK Tier 5 Charity Worker visa in order to volunteer with Corrymeela. **The cost for this UK Visa is approximately £245.** Volunteers are expected to cover the cost of their flight and visa.

### **Review Period**

The Chaplain will meet with each mid-term volunteer to discuss whether the relationship is working out and if the volunteer needs any additional support within a month of their arrival.

### **Food and Accommodation**

All meals are provided for volunteers at the centre. There is no monthly stipend with this position.

Accommodation for volunteers is provided on-site in the Coventry Building. Mid-term volunteers will share a bedroom with one other volunteer (except in exceptional circumstances) and will share bathroom facilities with two other volunteers. Coventry also contains shared facilities, including a kitchen, dining area, TV lounge, computer suite, and telephone room.

Each Monday, all Coventry residents meet to discuss issues around community living and organise a weekly clean-up.

### **Medical Care**

Corrymeela does not provide medical care for mid-term volunteers. Mid-term volunteers are welcome to hold adequate travel insurance (plus medical coverage) for the duration of their time at Corrymeela.

### **Dental Expenses**

Corrymeela does not cover dental care for mid-term volunteers.

### **Days On – Days Off**

Corrymeela expects you to be a full-time volunteer. The nature of the work at Corrymeela is such that being involved in the life of groups at the centre often means working long and irregular hours. It is not unusual for volunteers to be on duty from early in the morning until late at night. It is therefore important that volunteers make good use of their time off. Volunteers are encouraged to spend time off-site during off-time. Volunteers are encouraged not to engage in work during off-time under normal circumstances. This includes part-time work or volunteering with other organisations.

For every seven day period you will receive two days off. Additionally you will be given five days off per three month period, which need to be agreed with the Volunteer Programme Manager.

### **Data Protection**

As a volunteer your personal details will be treated as strictly confidential, in line with relevant data protection legislation.

### **Training and Development**

Corrymeela will provide a weekly structured training session comprising of workshops, presentations, and other relevant training events, as well as on-the-job training in the main areas of work within the centre. Occasionally accredited training will be offered.

All volunteers will be given the opportunity to develop their skills and knowledge base by participating in a variety of training and personal development events relevant to their role.

### **Fire Cover**

Depending on how long mid-term volunteers stay at Corrymeela they may be trained in emergency evacuation procedures such as how to respond to the fire alarm sounding and how to assist the cover person with the safe evacuation of guests from the units. There is a rota of volunteers who are on Fire Cover and must refrain from alcohol. Any reasonable requests to be off Fire Cover should be directed to the Cover Person on duty. As the safety of our guests is both a statutory duty and also part of our ethos, volunteers should note that the Cover Person will often be unable to grant a request to be off Fire Cover.

### **Long-term and Short-term Volunteers**

In addition to mid-term volunteers, the centre depends upon the support of long-term and short-term volunteers. Long-term volunteers normally spend one year living and working at the centre. Short-term volunteers come to the centre on a regular basis to provide additional support at weekends and busy midweeks. Because of their built-up experience, long-term volunteers are more likely to work with programme. Unlike long-term volunteers, mid-term and short-term volunteers do not receive a stipend.