



## Volunteer role description

Role title	Travel Buddies
Key aims of the role	<p>From 25th – 27<sup>th</sup> October 2016, Edinburgh hosts the 23<sup>rd</sup> Rehabilitation International (RI) World Congress. Shaw Trust is organising this event on behalf of RI, and has a desire to involve volunteers in the Congress to both enhance the delegate experience and engage the wider community in the work of RI.</p> <p>We have a range of rewarding volunteer roles available over the duration of the conference including:</p> <ul style="list-style-type: none"> <li>• Travel buddies</li> <li>• Edinburgh ambassadors</li> <li>• Welcome hosts</li> <li>• Mass drummers</li> </ul>
Nature of the Shaw Trust project	<p>Shaw Trust is a national charity that helps people facing disadvantage into work, to gain skills and take control of their futures. We work at the heart of communities across Britain, developing back-to-work programmes, providing learning and skills initiatives and changing society to better help those facing disadvantage. Last year we supported over 50,000 people on their journey into work.</p> <p>Over 1000 delegates from around the world are expected to attend the conference, many of whom may be disabled people. As a volunteer your main role will be to contribute towards the overall experience of our visitors. You will be part of a team that will ensure that the final stage of the delegates’ journey to the conference is smooth, they receive a warm welcome to the city and their needs are met over the duration of the event.</p>
Main duties	The main aim of this role is to ensure that the delegates’ journey from their arrival point into the city to the Edinburgh International Conference Centre or hotel is as smooth as possible.
Essential skills	<p>For the Travel Buddy role, we are looking for people who have:</p> <ul style="list-style-type: none"> <li>• Good knowledge of the local area around Edinburgh Airport, Haymarket and Waverley train stations.</li> <li>• An understanding and knowledge of Edinburgh city public transport.</li> <li>• A good working knowledge of Edinburgh City Centre, including around the EICC, and the ability to support</li> </ul>



	<p>delegates to plan further travel.</p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills and communication skills and the ability to confidently signpost delegates.</li> <li>• A professional manner and the confidence to work independently.</li> <li>• The ability to comfortably spend a number of hours out doors in seasonal weather.</li> </ul>
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Desirable skills	<ul style="list-style-type: none"> <li>• Additional languages or sign language</li> <li>• Some experience in supporting a person with a disability may be an advantage</li> </ul>
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Location of the project	Edinburgh
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Person the volunteer should report to	The Shaw Trust Volunteering Development Specialist for the area.
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When can people do this role?				
Day	AM	AM	PM	PM
Sunday 23 <sup>rd</sup> October	Final Volunteer Briefing Sessions	Final Volunteer Briefing Sessions	Final Volunteer Briefing Sessions	Final Volunteer Briefing Sessions
Monday 24 <sup>th</sup> October	6.30am to 8.30am & 8.30am to 12 noon	12 noon to 4pm	4pm to 8pm	8pm to 11pm
Tuesday 25 <sup>th</sup> October	8am to 12 noon			
Wednesday 26 <sup>th</sup> October				
Thursday 27 <sup>th</sup> October			6pm to 9pm	
Friday 28 <sup>th</sup> October	8am to 12 noon	12 noon to 4pm	4pm to 8pm	8pm to 11pm
Saturday	N/A	N/A		
Sunday	N/A	N/A		

Minimum number of hours required	We would ask volunteers to commit to a minimum of 8 hours w/c Monday 24th October in addition to time set for training etc.
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