

Role Title:	GENERAL VOLUNTEER FOR SOCIAL IN THE GARDENS 2018
No of positions:	30
Closing date:	No specific closing date, we will be recruiting until 1 week before the event
Responsible to:	SitG18 VOLUNTEER CO-ORDINATOR
Where (Location):	ROSS BANDSTAND, PRINCES STREET GARDENS, EDINBURGH and ESE OFFICE (address as above)
Time commitment:	We are looking for volunteers who are able to commit a minimum of 4 hours on one or both days of the SitG18 Festival Friday 27 and Saturday 28 July 2018, 8.30am – 9pm on each day. Volunteers should also be able to attend an induction session of approx. 2 hours before the event.
Role description:	To help make SitG18 an outstanding success by helping make the event run smoothly and create a fun, safe and welcoming environment for members of the public, including visitors to Edinburgh.
Main tasks:	<ul style="list-style-type: none"> • Welcoming members of the public and answering general questions • Signposting to specialist support (i.e., first aid) and information (i.e., Social Enterprise advisors) • Helping keep the area clean and tidy • Helping move equipment • Comply with all rules as laid down by city of Edinburgh Parks Department, ESE and SitG18 working group.
Required skills, qualities and experience:	<ul style="list-style-type: none"> • Ability to communicate effectively with a range of people, including co-volunteers, market traders, performers, guests and members of the public. • Ability to work as part of a small team, problem solving and working autonomously. • A willingness to help and problem solve will be very beneficial. • Commitment to work in compliance with ESE policies and procedures.

Training and support available:	<p>You will be given induction training prior to the event. There are a number of 2 hour sessions at different times of the day, the week before the event and you must be able to attend one of these otherwise you will not be able to participate in the event (for health and safety reasons).</p> <p>You will receive support and guidance during the event from the SitG18 volunteer co-ordinator.</p>
Any other Requirements:	Minimum age 18
Reimbursement of expenses:	<p>Out of pocket expenses will be reimbursed as follows;</p> <ul style="list-style-type: none"> • A minimum of 4 hours volunteering per day has been undertaken • Where possible and cheaper, public transport should be used • Where public transport is not feasible, or will be more expensive, car mileage of 45p per mile can be claimed • Where an individual chooses to use their own car, rather than public transport, a lower mileage of 20p per mile will be payable • A lunch voucher will be provided for each day you volunteer for 4 hours or more (2 vouchers for longer shifts, although a break must be taken between shifts) • All out of pocket expenses must be approved in advance. <p>All claims must be submitted to the Chief Executive on the appropriate form with original receipts attached.</p>
Benefits to volunteer:	<ul style="list-style-type: none"> • Make a difference to communities of need across Edinburgh. • Through networking/communication with a range of individuals and groups, volunteers will have the opportunity to develop a range of skills in communication, problem solving, group work, event stewarding, • All volunteers will be given a unique event T-shirt, meals and refreshments (as per conditions detailed above).
Recruitment process:	Application form, references
Date role created:	22/06/17