

Role Description: Volunteer Lived Community Support
(2 x Residential Role)

Accountable to: Chaplain

Primary Location: Corrymeela Centre, Ballycastle

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

Overall Purpose

The core focus of the Volunteer Lived Community Support is to support the daily rhythms of the lived community and work in direct support of the daily operations of the centre. A core element of this will be to contribute to and model out with our guests, staff and volunteers the ethos of ***Transforming Division through Human Encounter***. This ethos acts as the core aspiration for our common commitment to the work of reconciliation.

Key Tasks

Volunteer Department Responsibilities:

1. Oversee lived community matters such as, house meetings, community dinners, social activities, dealing with issue that arise within the house
2. Provide a consistent pastoral presence to the lived community and offer pastoral support to the volunteers living on site (new)
3. Carry out orientations for all new volunteers to include house and site tour, and overview of house policies
4. Coordinate the committees within the lived community (birthday, social, welcome, goodbye, polytunnel)
5. Coordinate weekly upkeep of volunteer accommodations and during times of transition
6. Oversee maintenance reports within the lived community and liaise with hospitality manager for work to be completed
7. Oversee the lived community social budget and food budget in conjunction with the budget holder
8. Assist volunteers with necessary paperwork during induction periods
9. Assist with transportation needs of lived community
10. Provide centre support on a weekly basis, to include: welcome of groups, centre oversight and coordination of hospitality volunteers
11. Generously practice and demonstrate excellent hospitality and extend a warm welcome to all
12. Coordinate all areas of resource that are linked to programme, through assigning volunteers to tasks such as, weekly maintenance, stocktaking and upkeep.
13. Oversee volunteer work related meetings on a weekly basis

Essential Criteria

1. Sympathy with the ethos of Corrymeela and capable of communicating in line with vision, mission, core values and principles.
2. Experience living and or working in a residential or community setting
3. Experience of living and or working with young adults
4. Ability to interact and work with people from a range of cultural and intellectual backgrounds
5. Demonstrate an ability to manage difficult conversations, offering constructive feedback and holding people to account
6. Demonstrate excellent interpersonal and people skills and ability to communicate effectively in English both written and verbal
7. Demonstrate commitment, initiative, and a high level of professional responsibility
8. Ability to work accurately under pressure and to manage time effectively
9. Ability to work flexibly and effectively both in a team and individual basis
10. Good level of IT experience and competence in Microsoft packages
11. Willingness to step in when necessary to perform duties, usually performed by kitchen, housekeeping, maintenance, staff and volunteers.
12. Current full driving licence (Valid for use in the UK)

Desirable Criteria

1. A minimum of one year's experience supervising or managing staff or volunteers.
2. An evidenced understanding of the dynamics of living and working in a residential community setting.
3. Proven competence in the appropriate use of social media in a work context.
4. Access to car to carry out duties within role

Details

As a volunteer you will receive a monthly expense reimbursement to cover essential out of pocket expenses. Currently this is set at £220 per month. Meals and accommodation are also provided. There is no expectation of employment once the voluntary placement ends. The volunteer is expected to work a minimum of 37.5 hours/week.

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 / Tier 5 Religious Worker visa in order to volunteer with Corrymeela. The cost for this UK Visa is approximately £244. In addition, volunteers who are at Corrymeela for six months or more who require a visa must pay a £200 fee to the National Health Service (NHS) per annum, payable at the time of the visa. Volunteers are expected to cover the cost of their flight, visa, and the NHS fee.

Medical Care

Volunteers will be able to register with the local GP (Doctor) at the Ballycastle Medical Centre during their first week here. Corrymeela will assist with this procedure and will encourage volunteers to remain in good health throughout the year.

Days on and off

Corrymeela expects you to be a full-time volunteer. The nature of the activities at Corrymeela is such that being involved in the life of the work and community can mean undertaking long and irregular hours. It is not unusual for volunteers to be on duty from early in the morning until late at night. Therefore it is important that volunteers make good use of their time off. Volunteers are encouraged to spend time away from the centre when off work. Volunteers are encouraged not to engage in work during off time under normal circumstances. This includes part-time work or volunteering with other organisations. We will agree a rhythm of regular off time, usually 2 days off each week.

Holidays

All volunteers who are here for a year or more will receive the following holidays: 15 floating days (to be taken throughout the year). All holidays must be agreed in advance with the line manager. At least 5 days of the allocated time off must be used within the first half of the year. If a volunteer is here over the Christmas period, then they will receive an extra two weeks when the centre is closed and all volunteers must vacate the site. All volunteers will be supported in sourcing alternative accommodation with our host families.

Review Period

The Chaplain will meet with the Volunteer Lived Community Support member after an appropriate period to discuss whether the relationship is working out.

Flexible Work Patterns

It is the nature of the work of Corrymeela that tasks and responsibilities are unpredictable and varied. All staff and volunteers are required to work in a flexible way to meet the needs of the organisation. It is also important to note that evening and weekend work will form part of the rhythm of your weekly duties.

Statement on Confidentiality

It is in the nature of the work of Corrymeela that staff and volunteers, will become aware of information that will be sensitive and/or confidential. It is crucial that this information is maintained in strictest confidence, within the context of Corrymeela's policies and procedures, and that failure to do so will be viewed as gross misconduct and will be subject to the appropriate level of the disciplinary procedures.

Safeguarding

We require all staff and volunteers to work according to Corrymeela's Safeguarding Policy. Where appropriate, offers of voluntary work are subject to a police background check from the applicant's country.

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 job description will be subject to review in the light of changing circumstances and is not intended to be rigid and definitive, but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time. It is important to note that the responsibilities of the post may change to meet the evolving needs of the services that the charity provides.