



Volunteer application pack

Schools Volunteer

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Want to spend time doing something that has meaning, is challenging, inspiring, compassionate, and good fun? Then look no further...

SCIAF is the official relief and development agency of the Catholic Church in Scotland. We work in partnership with local and church organisations, supporting communities across the world to bring about lasting change.

Our Vision & Mission

A just world, free of poverty, where we flourish and live in harmony with each other and all creation. Compelled by Christ's love, we work with those in the world's poorest places to end poverty, protect our common home, and help people recover from disaster. We inspire loving action in the Scottish Catholic community to sustain our work.

SCIAF helps more than two million people each year climb out of poverty and recover from disaster, regardless of their religion, race, beliefs or background. We are part of the second largest humanitarian network in the world, Caritas Internationalis, which allows us to work in the most challenging places and respond quickly when emergencies strike.

Demonstrating love and compassion

By joining SCIAF, you'll embark on a meaningful and impactful journey, helping make a real and lasting difference to the lives of people living in some of the world's poorest places.

While we very much accept applications from people of all faiths and none, we are inspired by Catholic Social Teaching and represent the Catholic Church in Scotland as their official relief and development agency.

In everything we do, we aim to demonstrate our values of love and compassion – treating everyone with respect and dignity, standing in solidarity with our colleagues and those we serve, and believing in a better tomorrow.

Diversity, Equity & Inclusion

As an inclusive employer, we want our staff and volunteers to reflect the communities in which we live and work. We aim to cultivate a working environment where all staff and volunteers feel accepted and appreciated, and where bullying, harassment and discrimination are not tolerated.

We welcome applications from everyone, regardless of gender, age, ethnicity, religion, disability or sexual orientation and our recruitment process is open and fair. We particularly welcome applications from ethnic minority candidates.

Job title:	Schools Volunteer
Salary:	Voluntary; some expenses may be reimbursed
Location:	Nationwide
Closing date:	Ongoing applications

Background to the role

SCIAF's education resources and our active involvement in schools have always played a key role in what we do. Every year we speak to thousands of children and young people on the causes and effects of poverty, encouraging them to put their faith into action and thanking them for their generosity.

Our educational visits are highly regarded by schools and teachers. You could play a key role in educating thousands of children and young people. You will bring them messages of hope and act as a bridge from Scotland to the people we serve overseas.

You will need previous experience of working with children and young people and it is preferable if this experience has been within the school environment. It will be a real asset to have knowledge of the school curriculum, but this is not essential.

Role description

Overall purpose of role

To support SCIAF's mission to reach out to schools and provide effective and engaging development education driven by Gospel values.

Support Coordinator

Development Education Officers

Time commitment

There is no set number of school visits that you have to complete each year nor a number or hours to cover but we do expect that your circumstances permit you to be free during the day, and in school term time.

Things are busier between Feb-April and during this time existing volunteers can find themselves delivering or at least being asked to deliver 1-3 assemblies/workshops per week.

Travel

You must be able to travel to the schools, either by car or public transport (travel expenses will be reimbursed).

Tasks/Activities

We use a variety of different methods to deliver our message to schools. Our schools volunteers are expected to be able to communicate effectively with children and young people and be comfortable in a school environment.

A school's volunteer can take on a number of different roles:

Delivering a SCIAF assembly

- This could be on our Lenten appeal, our emergency work or another theme

Delivering a class workshop

- This could be on a number of themes with group activities, presentations, videos etc.

Encouraging schools to get involved in our latest campaign action

- This could be a campaign to reduce plastic use or commit to joining a social media action

Receive a donation

- Attend a school to say thank you on behalf of the people we serve as you receive a donation

Offering your expertise in creating educational resources

- Helping to write material and suggest curriculum links
- Proof reading educational resources

Scottish Catholic International Aid Fund

SCIAF is the official relief and development agency of the Catholic Church in Scotland and a proud member of the Caritas family. 7 West Nile Street, Glasgow G1 2PR. Tel: 0141 354 5555. Scottish Charity No: SC012302. Company No: SC197327.

- Research

Writing prayers and reflections to accompany appeals and resources

- Read reflections, bidding prayers, active prayer

Safeguarding

The post holder may come into contact with children and vulnerable adults. SCIAF undertakes to ensure that all staff, volunteers and relevant others, whose work might involve contact with children, will have completed additional recruitment procedures and have obtained a satisfactory Enhanced PVG Check from Disclosure Scotland.

Code of Conduct

All staff and volunteers are expected to adhere to a Code of Conduct which specifies the attitudes and behaviour that all Caritas staff are expected to maintain. The Code is derived from, and closely related to, the Caritas Code of Ethics which prescribes the basic values and institutional practices of Caritas organisations.

“Individuals who care for those in need must first be professionally competent: they should be properly trained in what to do and how to do it, and committed to continuing care. Yet, while professional competence is a primary, fundamental requirement, it is not of itself sufficient. We are dealing with human beings, and human beings always need something more than technically proper care. They need humanity. They need heartfelt concern.”

Person specification

Area	Essential	Desirable
Experience		
Experience of working with children and young people	✓	
Experience of working in a school environment		✓
Knowledge		
Knowledge of the curriculum for excellence		✓
Knowledge and understanding of international development issues		✓
A sympathetic understanding of the life, culture and structures of the Catholic Church and its Social Teaching.	✓	
Skills and Abilities		
Experience of creating and using PowerPoint presentations	✓	
Strong presentation skills	✓	

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Excellent verbal communications skills, with confidence and ability to represent SCIAF externally	✓	
Ability to work on own initiative and independently	✓	
Attitude		
Takes initiative and has an enthusiastic and creative approach	✓	
Flexible and professional	✓	
Enthusiastic and positive	✓	
Helpful, positive, enthusiastic, with can-do attitude	✓	
Other		
Empathy with SCIAF's ethos, aims and objectives	✓	
Willingness to work during the day and during school term-time	✓	

Volunteering at SCIAF

What you can expect from us

- A thorough induction process
- At least two training days per year that will equip you with knowledge of new resources
- An annual safeguarding training day to keep you informed of our policy and any changes
- Open communication with the SCIAF team to offer any advice and deal with any concerns you may have
- Feedback about your performance in the role
- A positive volunteering experience with adequate support.

Hours of work

Timings and commitment vary per role, to be agreed in advance of commencing the role.

Trial period

All volunteering opportunities are subject to a trial period of one month.

Insurance

All volunteers are covered by SCIAF's insurance policy.

Learning and development

SCIAF invests in improving the skills of its volunteers and staff, and actively encourages everyone to broaden their understanding and knowledge through relevant training.

Location

With the exceptions of specific office-based roles, all volunteers are home based and expected to arrange their own travel within their local area.

Expenses

Travel to and from schools either by car or public transport will be reimbursed.