



## **Volunteer Role Description- Birth Parents**

### **Volunteer**

Medway's Birth Parents Support Service

**Medway Coordinator:** Lauren Dyer

**Role:** Birth Parents Volunteer Befriender and group worker.

**Purpose:** To provide emotional support to a mum and/or dad during the adoption process. To support the work of the service through drop in sessions and monthly groups. We would also like volunteers to support with general administrative and clerical support within the Birth Parents support service. You will have responsibility for providing customer service in a professional manner ensuring that all visitors, families and staff are greeted in a polite and helpful manner during our drop in sessions and monthly groups.

The support is provided throughout the whole of the adoption process from the time when a decision is made to place a child for adoption up to a year following the final court decision.

We provide emotional support to parents who are experiencing the pain and anguish of losing a child to adoption. This support will be provided through telephone calls, home visits, group work or support to access other local services.

### **Responsibilities:**

1. To attend the Volunteer Befrienders Training
2. Attend 1-1 supervision every 6-8 weeks and group supervision every 3-4 months
3. Undergo an enhanced Disclosure and Barring Service check.
4. To make keep regular contact with your befriender as agreed with the Birth Parent Coordinator
5. Support befriender to access local services
6. To support the drop in sessions and monthly groups
7. To support with administrative tasks for the drop in sessions and the groups
8. To maintain confidentiality
9. To uphold Family Action values
10. Keep records of phone calls and visits made to befriender as directed by the coordinator
11. Attend occasional additional training sessions as identified by the project coordinator following your initial training and induction
12. To ensure you have an understanding of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
13. To comply with Family Action's Diversity and Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users, volunteers and other members of the community.

14. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.

**Personal Qualities/Skills Required:**

Either;

- Someone who has experienced the adoption process and is able to empathise with the needs of families during and beyond the adoption process.

Or;

- Someone who has understanding of loss and the effects this has on parents, and who is able to empathise with the needs of families during the adoption process;
- Non-judgmental and accepting of difference;
- Friendly and reliable;
- Has knowledge of local services;
- Demonstrates good listening skills
- Demonstrates good communication skills
- Some knowledge of social services/local authority processes is desirable

**Time commitment:**

Volunteer Befrienders should be able to commit to the Birth Parents Support Service for 1 year.

Volunteers need to meet with their befriender regularly, with a minimum commitment of 3 hours per week. Volunteers should be available once a month of support with our drop in sessions and groups.

**What's in it for you?**

- Becoming a part of Family Action, the largest National Family Charity established in 1869
- The opportunity to be one of the first services in the UK providing support to Birth Parents during the adoption process
- Providing a rewarding volunteering experience
- Regular training and development opportunities
- Being part of a developing team creating a new model of excellent practice
- Support and guidance from project coordinator including group supervision
- The opportunity to be involved in group work, gaining further skills and knowledge
- The opportunity to build a portfolio of your training, skills, experience and qualities
- Opportunity to improve future employment prospects