

## Volunteer Role Description Macmillan Gardening Volunteer

### Why do you need me?

Cancer is the toughest fight most of us will ever face. No-one should have to face cancer alone. Macmillan in partnership with Leisure and Culture Dundee has developed a range of activities in Dundee specifically targeting exercise suitable for everyone. Cancer and its treatments can cause physical changes and dealing with these is often stressful. Being more physically active can help you cope with and recover from some of these changes. Benefits include:

- reducing tiredness and fatigue
- reducing stress and anxiety
- helping look after your bones
- helping look after your heart
- helping to reduce your risk of getting a blood clot
- helping keep your weight healthy.

One of the activities we have developed in Dundee, in response to needs, is the allotment scheme. There are various venues across the city.

### What activities will I be involved in?

Volunteers work with the Macmillan Exercise Referral Coordinator (MERC) to coordinate the delivery of the day to day services.

Typical activities include:

- Assisting the MERC in the ongoing recruitment of allotment support volunteers
- Be a Macmillan representative, provide information, sign post to other local services
- Coordinate referrals into the scheme, answer emails and respond to phone enquiries
- Deal with straightforward administration and record keeping, manage service users data in accordance with Macmillan policies
- Plan, support and coordinate all activities
- Support and supervise the allotment support volunteers
- Oversee the maintenance and storage of equipment and resources

### Are there any activities I will *not* be expected to do?

The scheme is run in a public place managed by the local authority; all volunteers will be given an induction to the policies and procedures of Leisure and Culture Dundee and Macmillan..

### When do you need me?

Individual times are agreed between each volunteer and the MERC, but ideally you will free to make a regular commitment for approximately half a day per week for the growing season (March – October).

### What qualities, skills and abilities will I need to have?

- Enthusiastic about horticulture and gardening
- Ability to manage and coordinate a team
- Polite, courteous and patient
- Ability to maintain confidentiality
- Reliable, honest and punctual
- Ability to work independently with guidance and support from the DVSM
- Basic IT and admin skills (desirable for all lead volunteers)
- Local community knowledge

### What training, support and guidance will there be?

- Induction to Macmillan and cancer awareness training
- Coaching from the MERC to develop the skills and knowledge to carry out the role in line with Macmillan's procedures
- Ongoing support from Macmillan staff and group volunteer support sessions
- Identification for further training as needed

### What are the benefits to me?

The benefits this role offers include:

- The satisfaction of helping people affected by cancer
- Getting more involved in and making a real difference to your local community
- Developing existing skills and learning new ones
- Meeting new people
- Gaining experience in community based services.

### What else should I know?

- The volunteer role will be agreed with you following successful completion of induction training
- We reimburse volunteers' out-of-pocket expenses within agreed guidelines
- You will be part of a large team of Macmillan volunteers working on different schemes but will access online and off line peer support and direct supervision.
- As you will be supervising the work of people carrying out a regulated activity, this role requires PVG check.

### Disclosure Checks

Move More Dundee Gentle Movement lead volunteers will be required to undertake a PVG (protecting vulnerable groups) check. The purpose of this is to safeguard volunteers and service users from harm. The check involves completing a short form which you will be supported to fill in by the Macmillan Support Assistant. Having a criminal record will not automatically prevent you from volunteering. Rather, cases will be treated on an individual basis.

### Who to contact?

If you are interested in the role, or would just like a bit more information please contact a member of the Move More Dundee team:

Simon Brady, Macmillan Development Officer on 01382 432407 or email

[simon.brady@leisureandculturedundee.com](mailto:simon.brady@leisureandculturedundee.com)

Or

Rayna Rogowsky, the Macmillan Exercise Referral Coordinator on 01382 432259

or email [movemore@dundeecity.qcsx.gov.uk](mailto:movemore@dundeecity.qcsx.gov.uk)